Sync

In this guide you will learn how to sync your Cabinet folders with Dropbox and iCloud (even more sync services are coming!) – all you have to do is to create a new account, choose a folder you'd like to link and you're good to go!

Introduction

One of the most convenient ways to get documents onto your iPad is to download them from various Sync and Cloud Services. Starting from version 1.1., *Cabinet* now also offers this opportunity.

For now, you have an option to sync folders with document from your Dropbox accounts or from your iCloud – more services, like WebDAV and FTP are coming in the next releases.

We tried to make synchronizations process as easy and as intuitive as every other feature in *Cabinet* – you just have to select a service, account, and a folder you'd like to sync with your current Cabinet folder. We also made synchronization with each of the Sync services very similar: whether it's a Dropbox, or iCloud, or – in a nearest future – WebDAV etc., sync creation and managing will remain the same, so you won't have to learn from the start with each introduction of a new service.

This guide will explain how to organize document synchronization process:
- Preliminary settings to start working with your iCloud account;
- Switching between different iCloud accounts;
- Adding and managing multiple Dropbox accounts;
- Folder synchronization options:
    - Syncing only selected folder (flat structure),
    - Syncing folder with all its subfolders (recursively);
- Auto-update option, which helps you keep all your changes up-to-date in both *Cabinet* and on Sync service side;
- Organizing document download and upload queue:
    - Adding and removing documents for download or upload,
    - Changing document processing order,
    - Stopping currently processing document;
- Syncing document annotations and updating them to the latest version;
- Getting folder sync information and changing its settings;
- Moving documents: from a synced folder to another synced folder, common *Cabinet* folder, or *Cabinet* trash;
- Removing sync from a folder;
- Syncing Cabinet protected documents;
- Syncing documents with subversions.

Table of Contents

Syncing Cabinet folder with Dropbox

Syncing with Dropbox is very easy and requires just a few simple steps:

1. Create or select a *Cabinet* folder you'd like to sync with your Dropbox.
2. Tap the "Sync" button in that folder and select Dropbox sync service.
3. Select Dropbox account from the list or create a new one.
4. Navigate to Dropbox folder you'd like to sync with your current *Cabinet* folder or create a new folder for sync.
5. Choose whether to sync this folder subfolders as well (recursive sync).
Choose whether to auto-update this folder.

1. "Add sync" button

2. Sync service selection dialog

3. Sync service folder structure
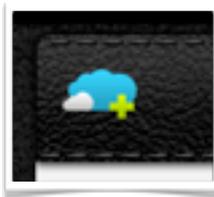
6. Tap "SYNC" button to start syncing process.
As a result of sync you will see:

- All documents from the selected Dropbox folder – and from its subfolders if you selected "Include subfolders" option – will appear as white previews in your *Cabinet* folder.
- All documents that were already in the *Cabinet* folder before sync will be marked for upload to Dropbox.
- If you selected "Auto-update" option, document download and upload will start automatically. Otherwise, you have to tap a desired document to start its download or upload.

Managing Dropbox accounts

You can use as many of your Dropbox accounts for sync as you want. Each time you create a new Dropbox account it will remain in *Cabinet* until you manually remove "Cabinet PDF" application from your Dropbox settings page. Even after *Cabinet* reinstall your Dropbox access tokens will be restored safe and sound.

Adding new Dropbox account

When you access Dropbox sync for the first time, account creation will start automatically without prompt. Otherwise, tap a "NEW ACCOUNT" button below the list of your approved accounts.

There are several scenarios for adding a new Dropbox account to *Cabinet*, depending whether or not you have a Dropbox app installed on your iPad. Both of them are equally secure and don't give *Cabinet* access to your login or password.

a) **In case you have a Dropbox app** on your iPad you will be redirected to it. A dialog requesting your permission to access your Dropbox will show up. Choose whether to "ALLOW" or "CANCEL" and you will be immediately redirected back to *Cabinet*. If you'd like to link *Cabinet* to another account having a Dropbox app installed, choose option "Change" in the lower part of the dialog. It will redirect you to Safari, where you have to type your login and password. After successful authentication you will be redirected to *Cabinet* and presented with your account's folder structure.

a) Dropbox app: Dialog for granting Cabinet access to your Dropbox account
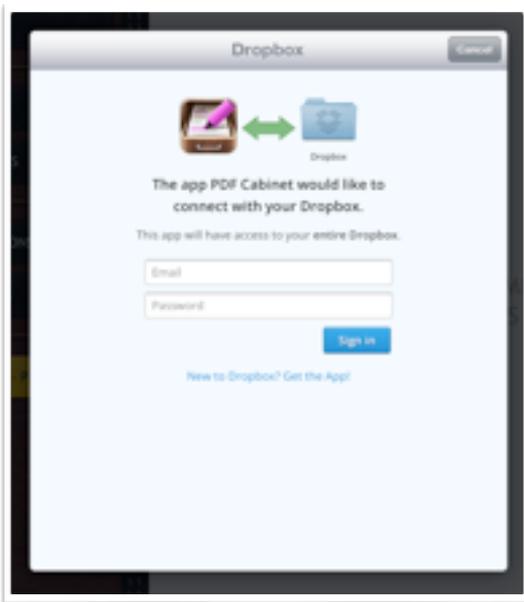
b) Cabinet app: Dialog for connecting Dropbox with Cabinet

b) **In case you don't have a Dropbox app**, you will be presented with a Dropbox dialog asking for your login and password. Enter them and tap "Sign in" button. After successful authentication a dialog with a new account's folder structure will show up.

Selecting existing Dropbox account

All Dropbox accounts you have synced to the application will appear in the list after you select Dropbox sync option. Account title will be your account's name and surname – no information about your e-mail login is stored. Choose the account you want to sync with from the list or create a new one. Learn how to remove account in the next section.
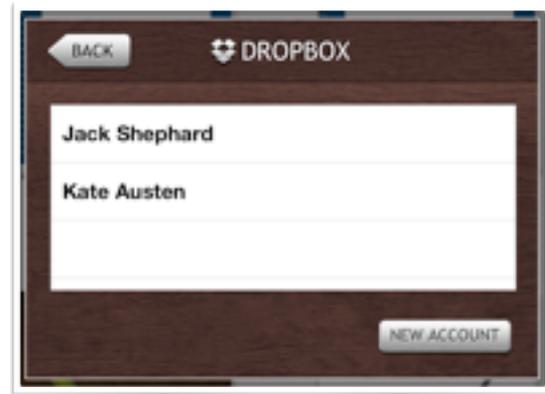
Dropbox account selection

Removing Dropbox account

You can remove Dropbox account from *Cabinet* by going to Dropbox webpage to "Account->Settings" (https://www.dropbox.com/account#applications) and from "My apps" tab remove *Cabinet PDF* from apps, which are allowed to use your account. Another option of removing it directly in *Cabinet* is coming up.

Changing password for your Dropbox account

Please note, that password change will not affect account availability in *Cabinet* – the only way to remove it is manually delete "*Cabinet PDF*" app from Dropbox account settings page.
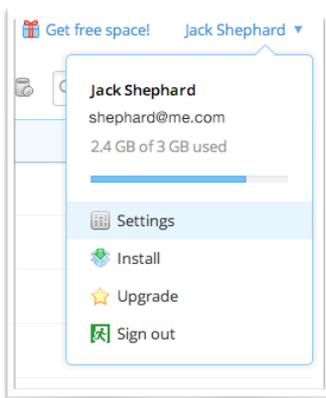
Dropbox account Settings
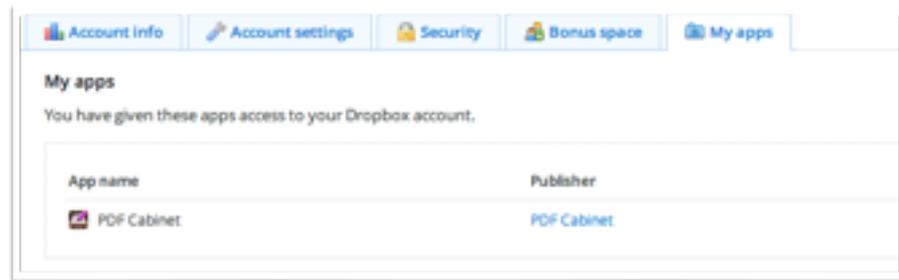
All apps connected to current Dropbox account

Syncing Cabinet folder with iCloud

Before you start syncing *Cabinet* folders with iCloud, make sure you are signed in to iCloud and have Documents & Data option allowing storing documents in iCloud enabled in Settings. Read about that in the next chapters.

Steps required to start syncing folder with iCloud:
1. Create or select a *Cabinet* folder you'd like to sync with your iCloud.
2. Tap the "Sync" button in that folder and select iCloud.
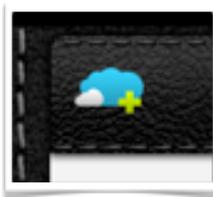3. Navigate to iCloud folder you'd like to sync with, or create a new one.
4. Choose whether to sync this folder subfolders as well (recursive sync).
5. Tap "SYNC" button to start syncing process.

1. "Add sync" button

2. Sync service selection dialog

3. Sync service folder structure

As a result you will see:
- All documents from the selected iCloud folder – and from its subfolders if you selected "Include subfolders" option – will appear as white previews in your *Cabinet* folder, and will automatically start downloading one by one.
- All documents that were already in the *Cabinet* folder before sync will be automatically uploaded to iCloud one by one.
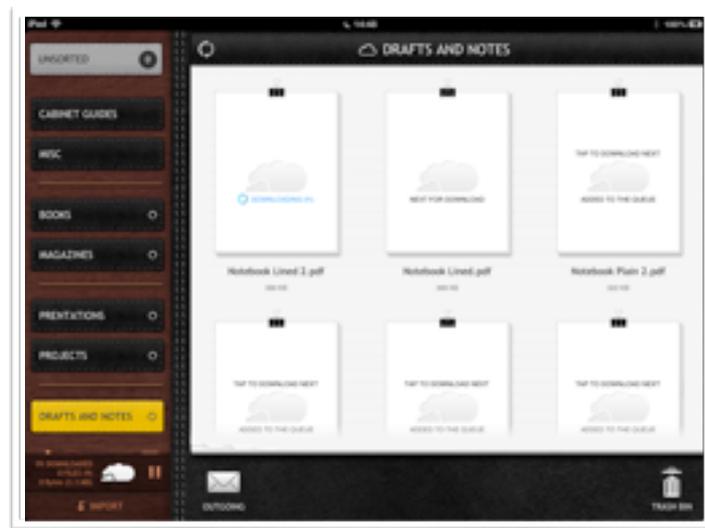
4. Folder view after sync

Managing iCloud accounts

You can sync *Cabinet* folders with only one iCloud account – the one with which you are currently signed in Settings -> iCloud. After you login with another iCloud account, all documents from your *Cabinet* synced folders with your previous iCloud account will disappear.

Signing in with iCloud account

To use iCloud features in *Cabinet*, you should be signed in to iCloud with your iCloud account. You can always do it in Settings -> iCloud. To sign in to iCloud, type your Apple ID and password and tap "Sign In". If you don't have an Apple ID, you can create one by tapping "Get a Free Apple ID" button and following further instructions.

Switching between different iCloud accounts

While you cannot use *Cabinet* with several iCloud accounts at once, you can always switch between your accounts if you wish to sync *Cabinet* documents with several accounts of yours.

To change iCloud account, go to Settings -> iCloud and choose "Delete Account" at the end of the page.
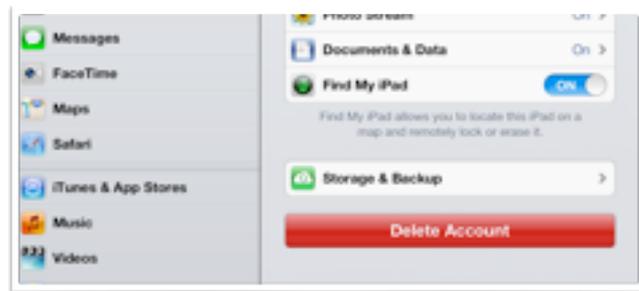
iCloud settings: Delete account

Sign in with another iCloud account and proceed with *Cabinet* sync.

Please note, that whenever you sign out with iCloud account used for sync in *Cabinet*, all folders synced to that account will become disabled: all documents stored in iCloud will disappear from them, and you can only add new documents, which will be uploaded later when you login with your past iCloud account again.

Correct way of downloading documents from several iCloud accounts would include removing sync from a folder that has all documents downloaded and that is linked to account you are about to log off from.

Documents & Data

To enable document storage in iCloud you should turn on this option in Settings -> iCloud -> Documents & Data. You can use iCloud features in *Cabinet* only with this option enabled.
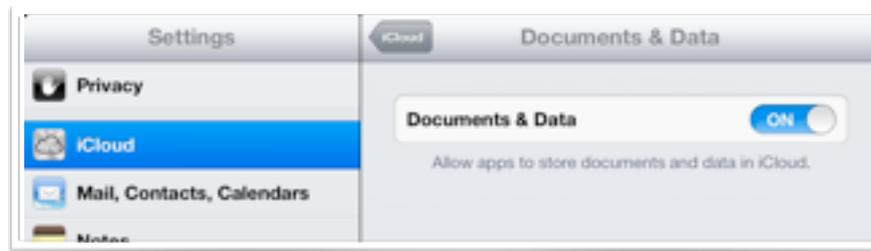
If you turn off Documents & Data having some *Cabinet* folders synced with iCloud, all documents stored in iCloud will be removed – so all folders will be empty until you enable Documents & Data once again. All documents moved to this disabled folder will be uploaded once you enable Documents & Data again. You can also remove sync from all folders synced with iCloud.

Sync point selection and settings

After you selected Sync service and account (if any), you will be presented with a sync point selection dialog. It will display your Sync service folder structure and PDF documents available for download in *Cabinet*.

Sync point selection

While browsing your folder structure on Sync service, you can notice by document pictograms that there are three types of documents:

- Document with a pencil icon indicates that this document has *Cabinet* annotations attached to it;
- Document with a lock icon indicates that this document is *Cabinet* protected and will require a password to decrypt it;
- Document with a plain white preview is just a common PDF document.
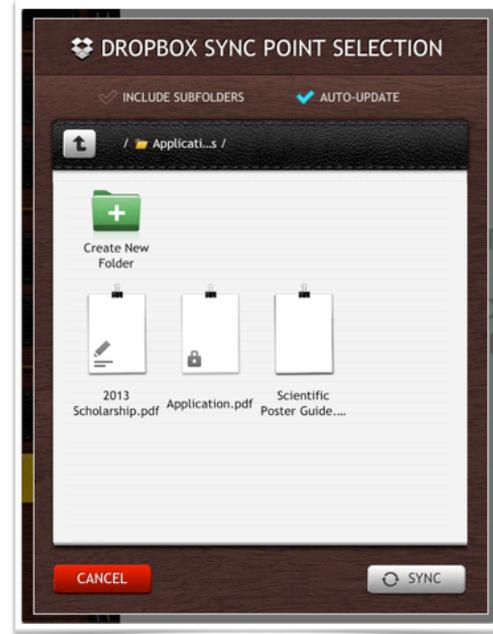
Annotated document   Common document   Protected document
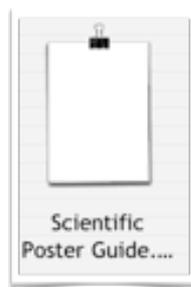
New folder creation

In a sync point selection dialog, the first item among your folders and documents is always a "Create new folder" option. Tap on it and a keyboard will appear. Input a name for a new folder and tap "Done" on the keyboard to create a folder. Tap anywhere else on the screen to cancel folder creation and dismiss the keyboard. Folders with duplicate names will be ignored. Once a folder is created, it will be immediately opened, so you can proceed with sync point selection or create a new subfolder if needed.
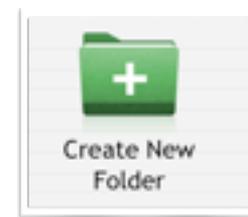
New folder creation button

Sync point settings

Include subfolders

Select this option if you want to sync documents not only from current folder, but from all its subfolders as well.

"Include subfolders" option: enabled

Mind, that current *Cabinet* version does not support subfolders, so all documents from Sync service subfolders will be shown as a flat list. So, choose "Include subfolders" option wisely, as you probably won't like scrolling through hundreds of documents and losing your initial organizational structure.

Please note, that you can only select this option before sync – it is not alterable afterwards.

Auto-update

Disabled
In a manually synced folder your local changes won't be uploaded to Sync side until you tap the "Sync" button. In case you want to just download documents from Sync service without making any changes to neither original Sync

"Auto-update" option: disabled

service folder, nor *Cabinet* folder, the best way to do it is to remove sync after you have all your documents downloaded. More about removing sync you can learn in Removing sync from folder chapter.
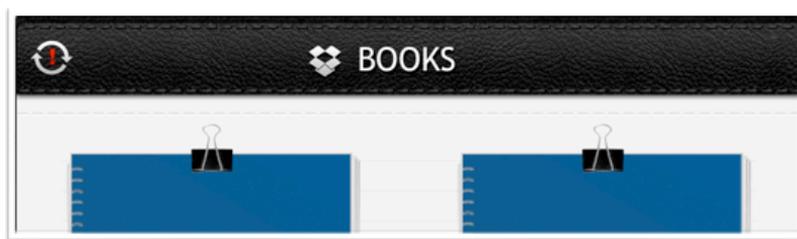
Every time you have changes in *Cabinet* that aren't synced, a red exclamation mark ("!") will appear on folder's sync pictogram. Enter this folder and tap the "Sync" button to upload new changes. "Sync" button will also look different, indicating with an exclamation mark that *Cabinet* has new changes that haven't been synced yet.

Folder with not synced local changes

Enabled

Enable this option if you want your Sync service folder to be always up-to-date with *Cabinet* folder. All changes you make in synced *Cabinet* folder will be uploaded to Sync service immediately (if network connection is available).

"Auto-update" option: enabled

Let's see some action examples in folder with "Auto-update" option enabled:

- Annotations made or changed in a document will be immediately uploaded or updated on exit from document;
- Making a document duplicate will immediately upload its copy to Sync service;
- Documents moved to auto-update folder will be immediately uploaded;
- Documents moved from auto-updated folder will be immediately removed from Sync service. However, if a document was moved to another auto-updated folder linked to the same Sync service account, instead of delete and upload it will be just moved to another location;
- On document subversion create or remove according document in Sync service will be immediately renamed to indicate it is a version (more about document with subversions sync read in Documents with subversions chapter);
- On document encryption unprotected copy will be immediately removed from Sync service and its protected copy will start uploading (more about protected document sync read in Protected documents chapter);
- On document decryption protected copy will be immediately removed from Sync service and its unprotected copy will start uploading.

However, having an auto-updated folder is not always enough to have the freshest changes from Sync service in your *Cabinet* folder. Read about getting newest versions from Sync services in Changes on Sync service side chapter.
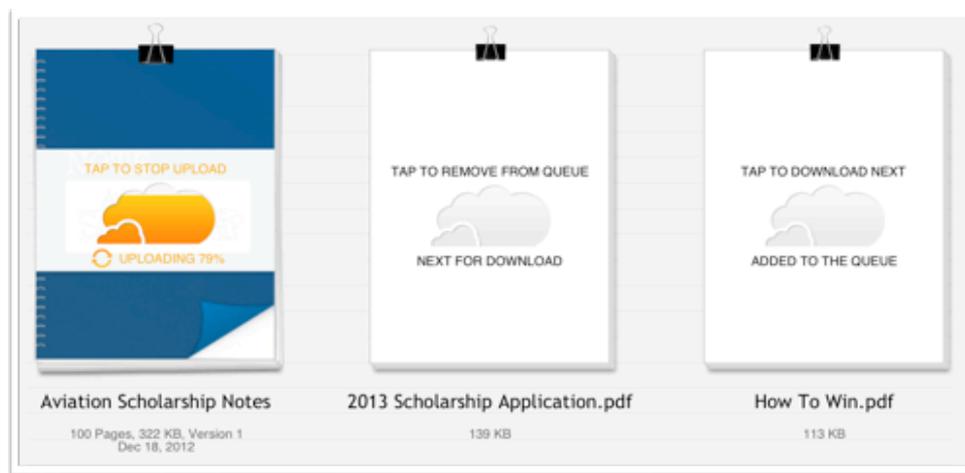
Downloading and uploading documents

Managing document processing queue

All documents with different actions for sync – like download, upload, remove, overwrite, rename etc. – are put in one queue and are processed one by one. Each action has its own priority – for example, upload has higher priority over download, therefore after you sync a new folder, first action is to upload all documents that were in this category to Sync service, and only then – download new documents from Sync service. But you can change this order manually or even stop the whole syncing process.

All documents marked for upload and download will have according text labels of two kinds:

- Document current progress and status:
    - Document marked for upload or download, but requires your action to add it to the processing queue,
    - Document is currently downloading or uploading,
    - Document is added to the queue,
    - Document is next in queue for upload or download;
- How tapping on document will affect its current status:
    - Document will be added to queue,
    - Document will be put in queue next and processed immediately after current document is completed,
    - Document will stop downloading or uploading,
    - Document will be removed from queue.


Documents in queue:
1. First document is uploading
2. Second is next in queue
3. Third is waiting in queue

Let's take a look on actual label texts and reveal the meaning behind them:

a) "**Tap to download**" – document from Sync service which has not yet been downloaded to *Cabinet*, therefore it cannot be read or previewed. Tap to download it to *Cabinet*. If no other documents are in progress download will start immediately, otherwise it will be added to queue.
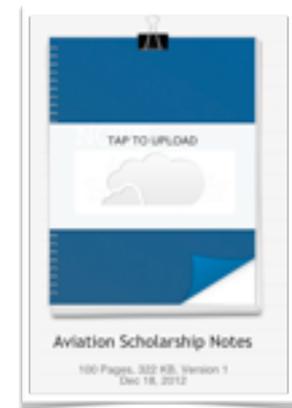
b) "**Tap to upload**" – document from *Cabinet* stored on your iPad. It has not yet been uploaded to Sync service. Tap to upload it to Sync service.

c) "**Tap to stop download**" or "**Tap to stop upload**" – document is currently downloading or uploading from Sync service. Tap to stop this process. If there are other documents in queue, stopped document will remain pending for download or upload, otherwise it will be removed.

d) "**Tap to download next**" or "**Tap to upload next**" – document is added to the queue, but won't be processed immediately after current document is completed. You can tap this document so it will be for download or upload.

e) "**Tap to remove from queue**" – Document is next for upload or upload, but you can tap it to remove it from queue completely.

a) "Tap to download"   b) "Tap to upload"
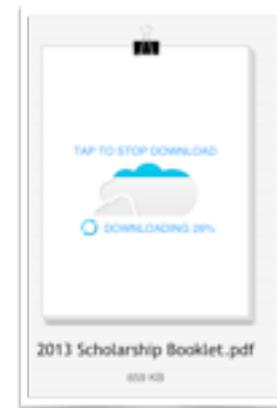
c) "Stop upload / download"   d) "Upload / Download next"

e) "Remove from queue"

Good way to remove unwanted document from queue is to tap it twice – first tap will change document status to "Next in queue", and second tap will remove it from queue.

Starting document download or upload

a) Documents available for download or upload will be marked with a cloud pictogram and label "Tap to download" or "Tap to upload".

Tap on the desired document to put in queue. If status label changed to "Added to the queue" you can tap this document once again to make in next in queue – this way document will be downloaded or uploaded immediately after currently processing document is completed.

a) Not yet downloaded document

Stopping document download or upload

b) Currently downloading or uploading document will be marked with "Downloading" or "Uploading" labels of different colors showing document download or upload progress.

Tap current document to stop it. In case document had subversions, they will be stopped together with the document.
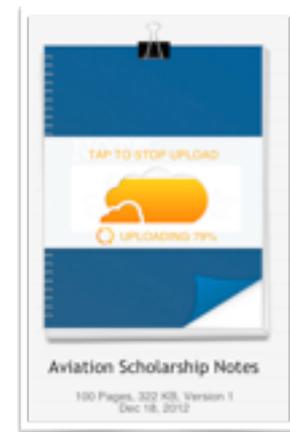
b) Currently uploading document

Changing document processing order

c) You can change processing orders for documents waiting in the queue to be downloaded or uploaded. Documents in queue will be marked with "Added to the queue" labels.

Tap document in the queue to make it next for download or upload.

c) Document waiting in queue

Sync status panel

Whenever document upload or download is in progress, a panel indicating current synchronization queue status will appear in the bottom left corner. Download and upload are separated into two individual panels, each of them displaying the following information:

- Total percent upload / download is completed;
- Number of documents completed with total document count in brackets;
- Document size already uploaded / downloaded with total size in brackets.

Panel indicating current upload and download statuses

You can stop document upload or download queue by tapping the "Stop" symbol.

Stopping document upload and download progress completely

There are two ways how you can stop whole synchronization progress manually:

- If you want to stop document download and upload in a specific folder, you can tap on the spinning "Sync" button in it – and all pending documents in this category will be stopped and removed from queue;

"Sync" button: tap to start or stop syncing folder

- If you want to stop document download and upload among all *Cabinet* folders, you can do it through Sync status panel by tapping "Stop" buttons for both download and upload. You can also choose to stop only upload or download if you wish.

Sync panel: tap to stop whole upload or download queue

Please note, that to ensure greater battery life and performance all sync actions (download, upload and watching for synchronization changes) happen only while you are in *Cabinet's* library. That means that documents are neither downloaded or uploaded while *Cabinet* is in the background nor while you are in reader mode.

Document types

Protected documents

For *Cabinet* protected documents a corresponding encrypted copy with a "*.protected*" extension will be stored on Sync service. Corresponding unprotected .pdf copy, if such exists, will be removed. Annotations for this kind of documents will also be encrypted and uploaded with a "*.protected*" extension.

Please note, that you won't be able to open an encrypted copy in applications other than *Cabinet*. But you can easily share *.protected* documents between devices that have *Cabinet* installed. To open this kind of document an initial password with which you encrypted your this document will be required – so be sure to tell it a person you are sharing the document with.
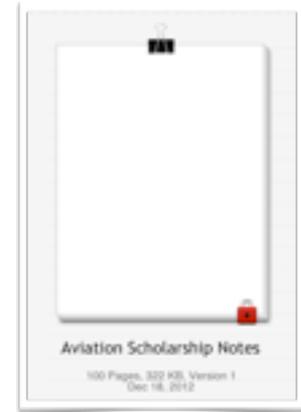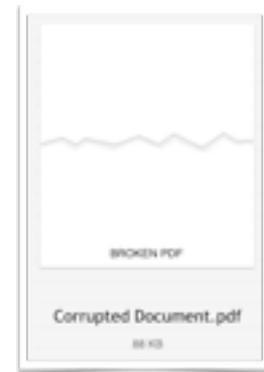

Protected document in Cabinet

An option allowing not to upload protected copies to Sync service and keep all protected documents locally is coming up in one of the next releases.

Protected document on Sync service

Broken documents

Document that has been downloaded from a Sync service and not recognized as a PDF document, will be shown with a broken preview. The only allowed action with them is to remove them completely – note, that this action will also remove them on Sync service side. This type of document will disappear automatically from a category once you remove sync from it.

Corrupted document in Cabinet

Documents with subversions

For a document with subversions in a synced folder all its older versions will also be uploaded to Sync service. *Cabinet* also understands that document is a subversion when downloading documents from Sync services – so if you name documents in a correct subversion pattern, they will be organized into versions upon sync.

You can easily distinguish subversions on a Sync service with these hints:
* Documents names will follow this pattern: "document.pdf", "document v2.pdf", "document v3.pdf", … , "document v12.pdf" etc.
* Initial document name will be taken from the oldest document to which a new version was added for the first time. For example, if you add "b.pdf" as a main

version to "a.pdf", then "a.pdf" will be taken as main name, and "b.pdf" will be renamed to "a v2.pdf". As a result, you get "a v2.pdf" as a main version, and "a.pdf" as a subversion. Adding "c.pdf" as a main version will rename it to "a v3.pdf", and there will be two subversions: "a v2.pdf" and "a.pdf".

- The oldest document version usually doesn't have a version number;
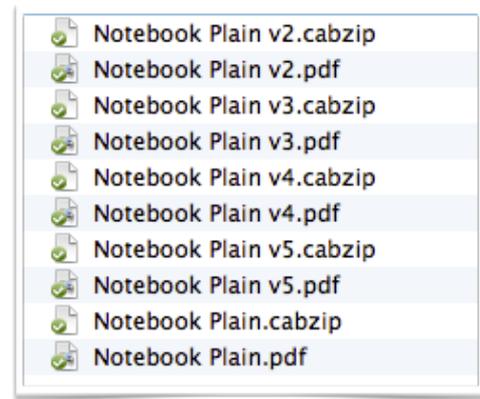- The newest document is the one with the biggest version number in its name.
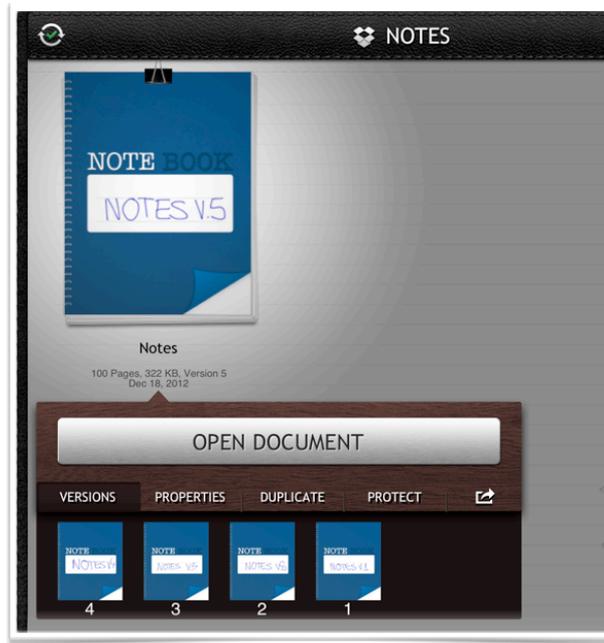
Document with subversions in Cabinet

Document with subversions on Sync service

You can manually rename documents on sync service to get them organized into versions. Just keep in mind hints above.

When downloading or uploading documents with subversions there are some changes in document sync display information. Below current progress there is a line showing document version currently in progress, so you can see how many document versions there are in total and how many are remaining for sync.

An option allowing not to upload old document versions to Sync service and sync only the latest versions is coming up in one of the next releases.

Uploading document with several versions

Downloading and uploading annotations

Annotations for *Cabinet* documents are stored in a separate file with "*.cabzip*" extension and the same name as the original document. This annotation file, besides your own annotations for this document, may as well contain annotations you received for this document and annotations from collaboration sessions you've participated in using this document.

Document with annotations on Sync service

Annotations are automatically downloaded and uploaded together with a corresponding document. Annotations are updated separately in the following cases:

- Each time you make new annotations and exit from document. In a category with auto-update annotations update will happen immediately. Manually synced category will require tap on the "Sync" button to upload a new version.
- When you start syncing category for new changes, and a new annotation version is found on Sync service. New version will be automatically downloaded to *Cabinet* and it will replace the old version.

Watching for changes in a synced folder

Generally, changes in a synced folder can be divided into two categories:

- Local changes – changes for documents and annotations you make in *Cabinet*;
- Sync service changes – changes for documents and annotations made on Sync service side.

Not synced folder   Synced folder

It's always better to have all local changes synced to Sync service to avoid conflicts.
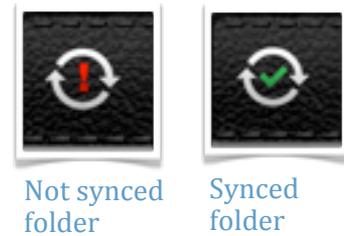
iCloud and other Sync services differences

As you might have noticed, iCloud doesn't have an auto-update option in *Cabinet*. It's because it manages all changes with documents and annotations automatically by itself: all changes you make in *Cabinet* on one of your devices will be synced to your another devices with *Cabinet* after some moments.

For other Sync services two sync options are available: auto-update and manual update. It will mostly affect how local changes in *Cabinet* are handled: in auto-updated folder they will be uploaded automatically, and in manually updated you will need to tap the "Sync" button to upload them. Changes on Sync service side (new documents, updated annotations etc.) in auto-updated category are checked and downloaded every 5 minutes when you are in Library. You can tap the "Sync" button in both auto- and manually updated categories to force faster changes observation.

Local changes on Cabinet side

Local changes include everything you do in a synced folder: create subversions, protect documents etc (learn more in Actions in a synced folder chapter). Every time folder has some not synced changes, a red exclamation mark appears in the center of a particular folder's sync pictogram. It will be replaced with a green checkmark when all local changes are synced.

Local changes will be synced automatically in an auto-updated folder with network connection available. To sync local changes in a manually synced folder you will need to tap the "Sync" button.

Changes on Sync service side

When you are in *Cabinet* library changes for auto-updated with Sync service folders are checked every 5 minutes. However, if you need them immediately, you may as well tap "Sync" button to achieve the same result.

Some of the changes you may experience on Sync service side include:

- Downloading to *Cabinet*:
  - o Documents added to Sync service,
  - o Document versions, in case it was modified,
  - o Annotations version, in case they were modified,
  - o Document subversions added to Sync service folder;
- Removing to *Cabinet* trash:
  - o Documents removed from Sync service,
  - o Annotations for a document, if they were removed from Sync service,
  - o Document subversions removed from Sync service folder;
- Downloading new document copy and removing old to trash:
  - o Downloading document protected copy and removing unprotected,
  - o Downloading document unprotected copy and removing protected,
  - o Downloading document which was renamed in Dropbox[1] and removing its old version.
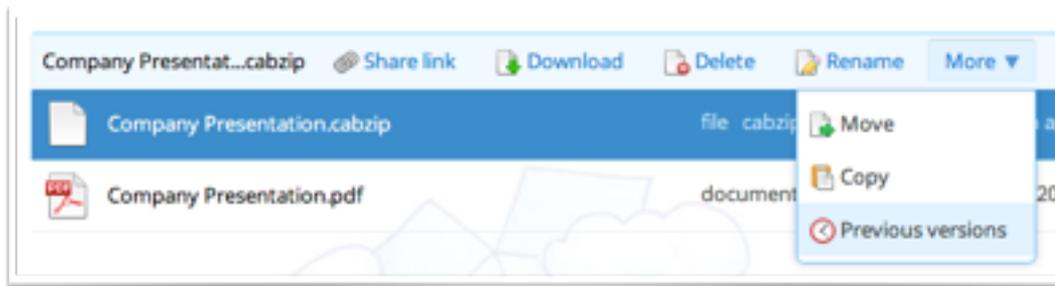
Dropbox: Restoring annotations to previous version

So, if you often use sync with same Sync service folders on several devices, it might be a good idea to tap the "Sync" button more often to always get the latest changes in your *Cabinet* and avoid conflicts (more about conflicts read in Conflict resolution).

Conflict resolution

If you share a Sync service folder between *Cabinets* on several devices, conflicts with annotation versions might occur. The latest annotation version will be the one you have synced last. For example, if you have not synced annotations on your fist device, and then update them from your second device, the latest version will become the one from the second device. Now, if you sync the same folder on first device, your not yet synced annotations will become replaced with the latest version and will be lost.

However, if you use Dropbox, you can manually restore annotations or documents to previous versions. On Dropbox website, browse for annotations or document in your Dropbox file structure, select them, and choose "More->Previous versions" in the top menu. Select the version you want to restore and click "Restore".

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[1] Please note, that if you rename a document in your Dropbox it will be considered as "removed" and then "added as new" in Dropbox – that's why old version of it will be removed to *Cabinet* trash and a new copy of it will be downloaded once again.

Synced folder information, settings and sync removal
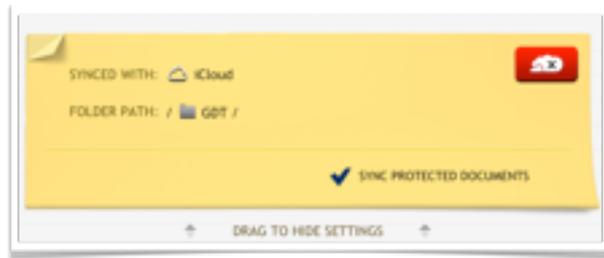
Getting synced folder information

To get information about synced folder you should scroll its document list to the top, and then drag down a stick-note. It will reveal folder's sync information and settings.

Information about synced folder may include:
- Sync service the folder is linked with (iCloud, Dropbox, etc.);
- Sync service path with which *Cabinet* folder is synced:
    - Path with subfolders included will be displayed with three dots in the end: "/path/...";
    - Path without subfolders will be displayed in a plain form: "/path/";
- Sync service account (for some sync services this info is not available).
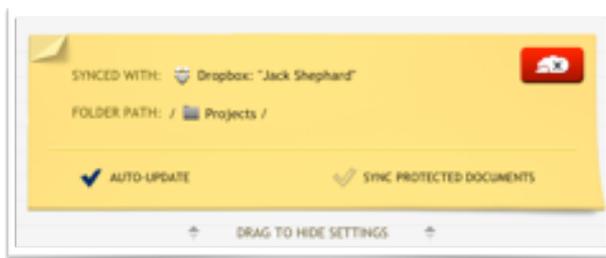
Dropbox sync settings

iCloud sync settings and recursive sync

Changing synced folder settings

Settings for synced folder may include:
- Auto-update – check or uncheck this option for all actions in current folder to be synced with Sync service immediately, and to automatically check for changes on Sync service side (read more about this option [here](#));
- Sync protected documents – check this option to upload encrypted copies of protected documents to Sync service, uncheck this option to keep encrypted copies only in *Cabinet*.

Tap on a desired setting to turn it on or off. Drag a stick note with folder sync information up to hide it.
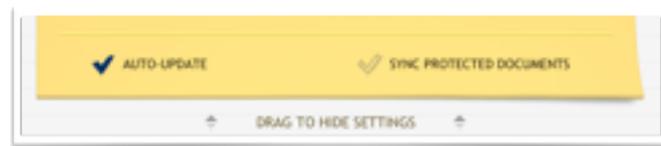
Synced folder settings

Removing sync from folder

To remove sync from folder, drag down the sync information panel from the top of its document list. In the top right corner of it you'll see a red button with a cloud icon.
Tap on it, and the dialog asking for confirmation will appear. Select "YES" to remove sync completely.

"Remove sync" button on synced folder settings panel

After sync is removed, you can notice that only downloaded and marked for upload documents remained – and all broken and not yet downloaded have disappeared.

Please note, that in current *Cabinet* release, once you have removed sync from a folder, you can't restore it later. If you choose to restore sync with the same folder, all your local *Cabinet* documents will be treated as new ones, creating duplicates upon sync.

Actions in a synced folder

You can do the same actions in a synced folder that you'd normally do in a default Cabinet folder: add and remove documents, add and remove subversions to documents, protect and unprotect documents and many others. All of these actions will affect document synced copy on Sync service side. So, whenever you do any action, it will immediately trigger

Moving document to another folder or trash

Whenever you move document out of *Cabinet* synced folder, it becomes removed from according folder on Sync service, thus keeping two folders contents identical. When moving documents between *Cabinet* folders synced to one Sync service with the same account, documents on Sync service are moved to another location instead of deleting and uploading, as happens with different Sync services or accounts.


Moving document from one synced folder to another

When document from synced *Cabinet* folder is moved to trash it becomes removed from according folder on Sync service side. If you choose to restore this document from trash, it will be uploaded once again.

Protecting and unprotecting document

For documents protected in *Cabinet* encrypted versions of both document and annotations are stored on Sync service. For protected documents with subversions and encrypted copy will be uploaded for each version.

Let's see on changes document protection and decryption cause in a synced folder:
- When you protect a document a in synced folder:
    - o document's unprotected copy is removed from Sync service;
    - o document's encrypted copy with ".protected" extensions is uploaded to Sync service.
- When you unprotect a document in a synced folder:
    - o document's encrypted copy is removed from Sync service,
   - o document's unprotected copy is uploaded to Sync service.
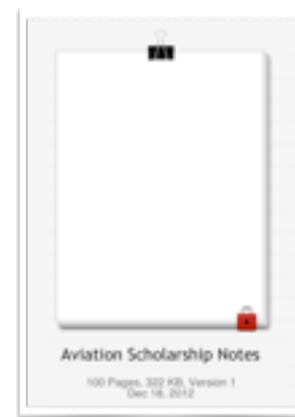
Protected document

All these actions will happen automatically in an auto-updated folder, or after you tap "Sync" button in a manually synced folder.

Creating and removing subversions from document

For a document with subversions a copy for each version is stored on a Sync service. You can easily distinguish document subversions by names (read more about subversions and naming convention in Documents with subversions chapter).

Each time you create a new subversion or remove an existing one from the main document, an affected document will be renamed on Sync service to a subversion or to its original name accordingly. You can also manually rename documents in a Sync service folder to remove them from subversions or to add them as subversions.
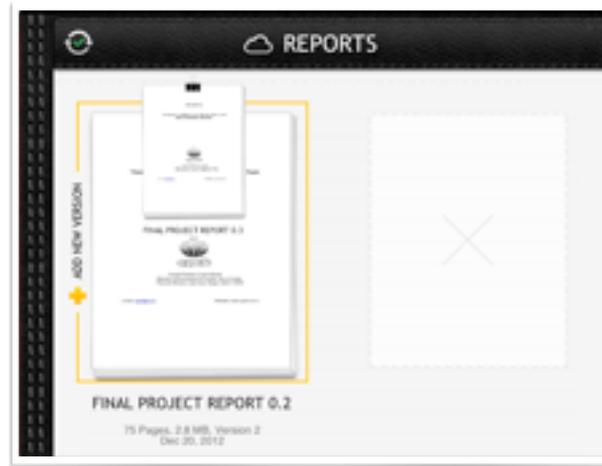
Adding subversion in a synced folder

Updating annotations

New annotation version will be uploaded to Sync service each time you make new annotations in a synced document and exit to *Cabinet* Library. In auto-updated folder annotation upload will happen automatically. In manually updated folder you should tap "Sync" button to start synchronization process.

New annotation version will be downloaded from Sync service each time your *Cabinet* annotations are older than on Sync service. In auto-updated folder new annotations will be checked for every 5 minutes. In manually folder you should tap "Sync" button to check for new annotations. You might want to check for annotation changes manually in an auto-synced folder as well.

Changing document properties

For now, changing document title and author in *Cabinet* only affects its visual representation in *Cabinet* and does not physically alter PDF title or author. So, changed document properties in *Cabinet* are will not affect its synced copy in Dropbox.
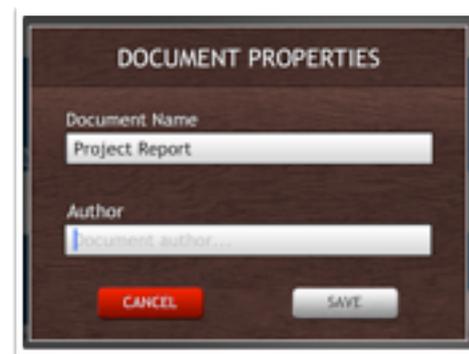
Changing document title and author

Features coming soon

Some of the features that will appear in the next releases include:

- Individual document import from Sync services without having to sync the whole folder;
- Subfolder support – so you can sync your documents preserving their original folder structure on Sync service;
- Syncing *Cabinet* protected folders;
- Uploading document annotated copy from *Cabinet* to Sync service, so you can review annotations you made in any PDF reader;
- Options for syncing or not syncing protected document copies and document subversions;
- Restoring *Cabinet* documents connection to Dropbox documents after sync was removed and established once again;
- Removing Dropbox accounts from *Cabinet*;
- Even more sync services!

Troubleshooting

- A document duplicate appeared in my Dropbox folder after it was synced with Cabinet.
This issue sometimes happens when trying to upload a document with subversions. While we are working hard to fix it, you can always remove unwanted copies by hand in your Dropbox, or just move them to *Cabinet* trash.

- Document I moved from synced folder was removed from my Dropbox. How to restore it?
- I have several devices with Cabinet linked to one Dropbox account. I edited annotations on one device, and before editing them on another device I forgot to sync them beforehand. How to restore annotations to the older version?
With Dropbox you can always easily restore you either incorrectly deleted or updated annotations or documents. Just go on dropbox website, www.dropbox.com, log in to your account and browse for document or annotations you want to restore from trash or to previous version. For deleted documents select "Show deleted documents" options in the top panel. Then click on your desired document / annotations, select version you want to restore to and tap "Restore".

- I have renamed a document in my Dropbox folder and it was downloaded in Cabinet as it was a new document!
if you rename a document in your Dropbox it will be considered as "removed" and then "added as new" in Dropbox – that's why old version of it will be removed to *Cabinet* trash and a new copy of it will be downloaded once again. This might be fixed in the next releases.

- I have renamed a folder in my Dropbox folder and it the sync with it was lost!
As we link all documents and folders by their names, renaming one means losing connection to it. Now you have options to either remove sync from this folder or to rename it back manually in Dropbox for it to be linked again. This might be fixed in the next releases.

- After I try to sync a folder with some protected document in it, it says that I can't do it unless I remove this documents. What's wrong?
In new version of *Cabinet* we changed document encryption algorithm, so you can easily sync or exchange protected documents between several devices. Old encryption version prohibited from doing so, so you won't be unable to send or sync documents protected in earlier versions of *Cabinet*. What you have to do, is to unlock this kind of document with your password – it will automatically be re-encrypted with the new algorithm, making it available for syncing and sharing.

- Why do broken documents sometimes appear in my Cabinet synced folders?
Broken documents are the one that are not recognized as PDF documents – either it is file of different type or it is corrupted PDF document which cannot be read. Read more about broken documents.