KDAN MOBILE

Markup

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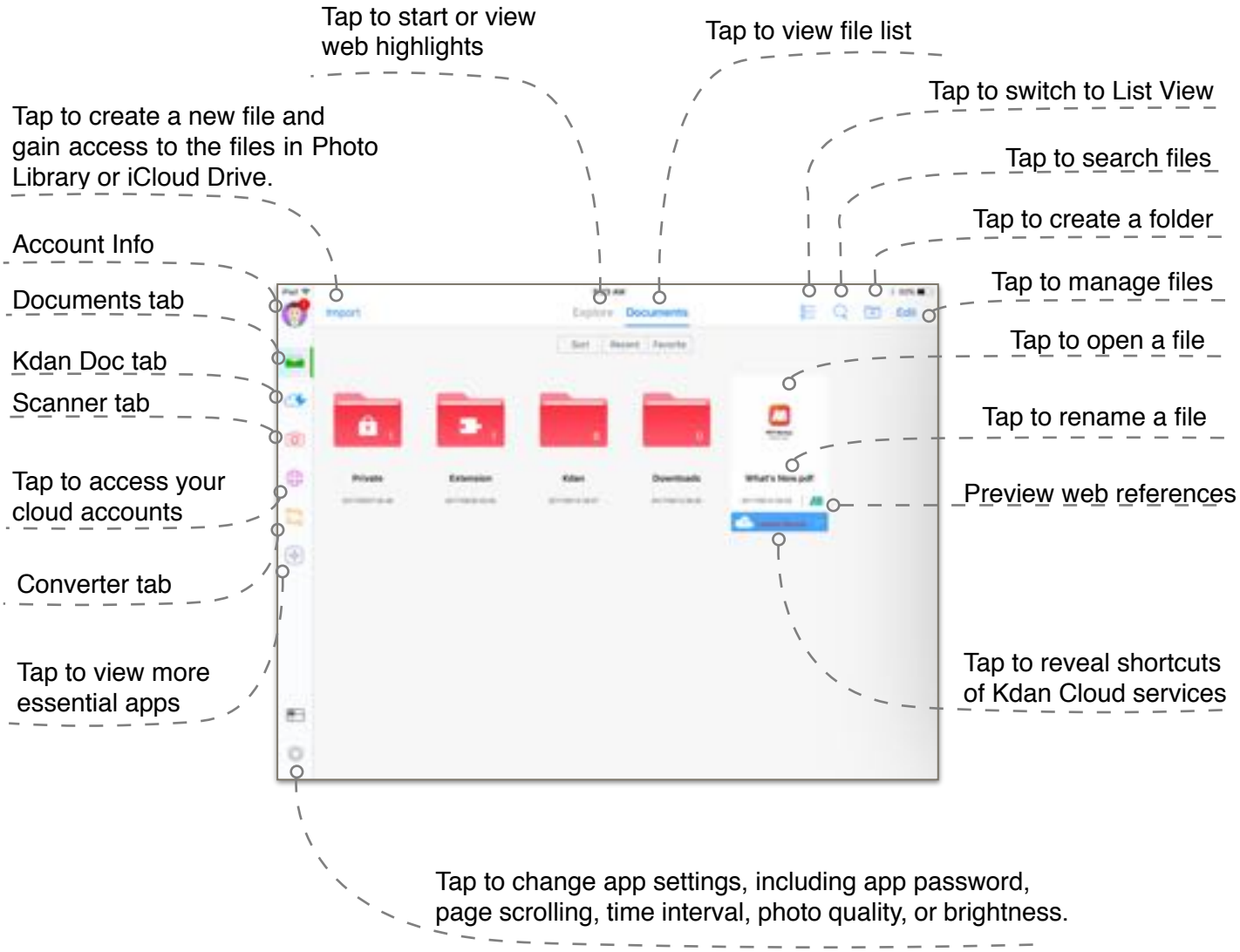
Chapter 1 – Overview

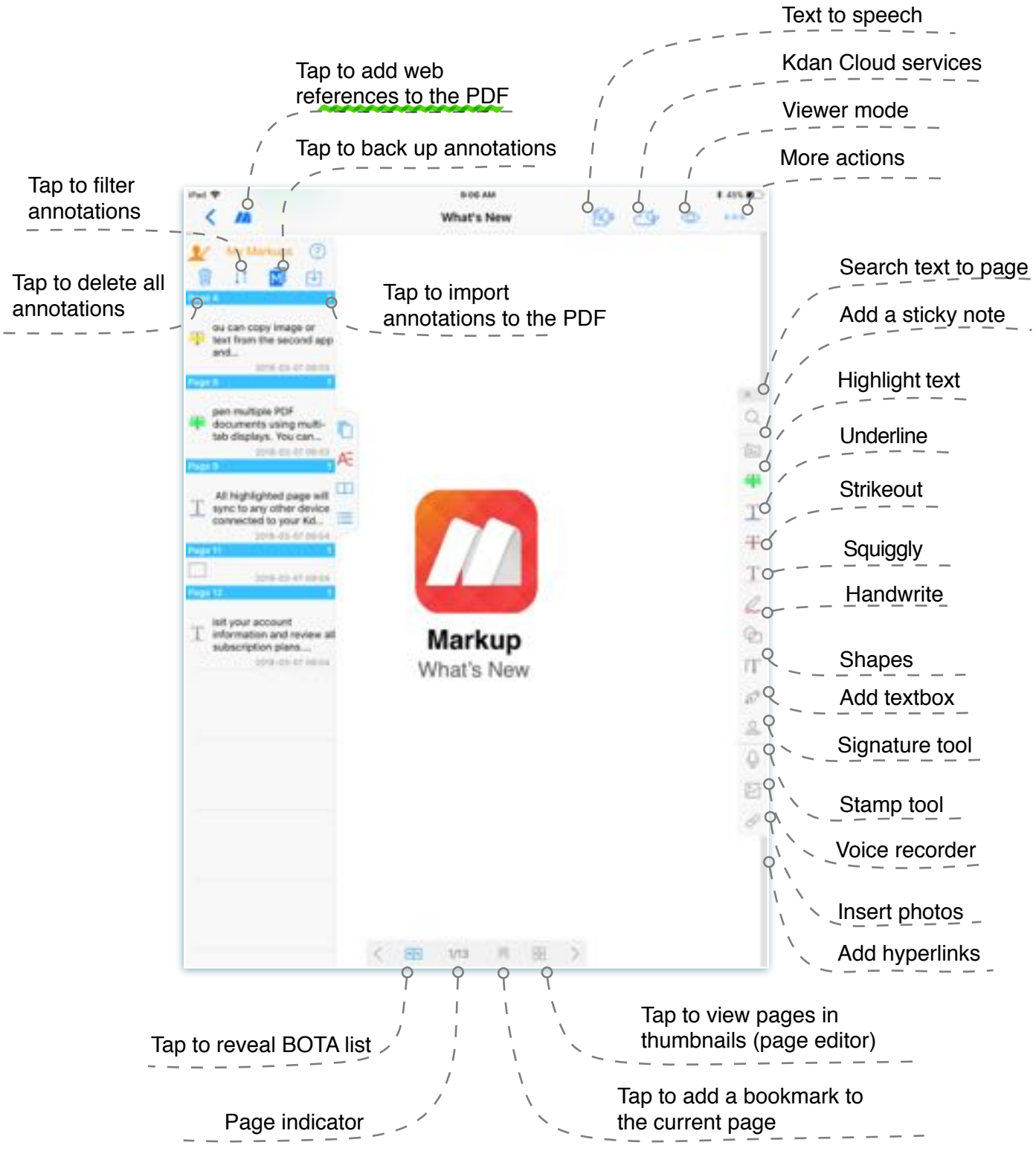
File Menu

In “Documents” tab, the menu bar provides you with a possibility to manage you files stored in Markup.



Viewer Menu

Markup provides an easy-to-understand way that you can perform all actions while reading PDF documents.



Chapter 2 – How to Get Files?

Transfer Files via Cloud Storage

Markup supports various cloud storage services, including Dropbox, One Drive, Google Drive, Evernote, Box, SugarSync, FTP, WebDav, and iCloud Drive.

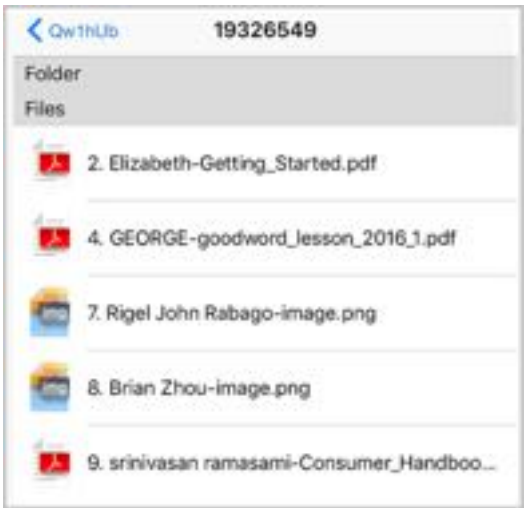
- Connect to cloud storage services (using Dropbox as an example)

1. Tap and then tap “Dropbox”.
2. Log into your Dropbox account and allow Markup to access your account.
3. After authorization, your account will be saved under the “Accounts” list. Tap it to view all files stored in Dropbox.

Note: Long tap on the account and tap delete to remove the account from the list.

- Download files from cloud storage

1. Tap on your cloud account.
2. Find the document and tap it to start the download process.
3. The file will be saved in the “**Downloads**” folder.



- Upload files to cloud storage

1. Go to Document tab and tap “Edit” at the top right corner.
2. Choose the file(s) and tap “Move” or “Copy” on the menu bar.
3. You will see a pop-up window. Then switch to “Network” and choose the target folder.

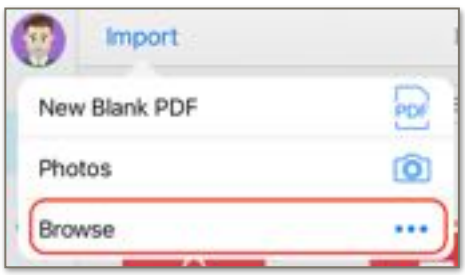
4. Tap “Paste” to upload the file(s) you selected to cloud.

Note: For iPhone users, please select file(s) and tap “Move to Cloud”.

Transfer Files via iCloud Drive

- Download files from iCloud Drive

1. Tap “**import**” at the top left corner.
2. Tap “**Browse**” and tap select a file you’d like from iCloud Drive folder or another app.



Note: For iPhone users, tap ••• and tap “Import” to continue file transferring.

- Upload files to iCloud Drive

1. Go to Document tab and tap "**Edit**" at the top right corner.
2. Choose the file(s) and tap "**Move**" or "**Copy**" on the top menu bar.
3. Select a directory in iCloud Drive section.

Transfer Files Using iTunes File Sharing

1. Launch iTunes on your computer.
2. Connect your iOS device to the computer via USB cable.
3. Select your device and switch to Apps tab.

4. Scroll down to **File Sharing** section and find Markup.
5. Tap the app icon. Drag and drop files between your computer and this app.

Transfer Files via WiFi Connection

1. Tap for the “WiFi” transfer mode.
2. Enable the mode and you will get the address.
3. Enter the address on your web browser. You will be able to transfer files to your device wirelessly through the web browser.

Note: Be sure that your device and your PC/Mac are under the same IP address, or you will not be able to connect them.

Transfer Files via Kdan Cloud

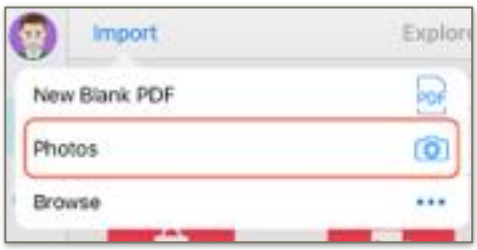
1. Tap and log in with your Kdan ID.
2. Tap the drop-down menu under each file to download or upload to Kdan Cloud.

Open Email Attachments

1. Open the mail in your mail app.
2. Select Markup to open in to.
3. A copy will be saved to Markup.

Import Images from Photo Library

1. Tap “Import” and tap “Photos” to import multiple photos from Photo Library.
2. The photo(s) will be saved in the document list.



Note: For iPhone users, tap ••• and tap “Import”. Then choose “Photos” to import a photo.

Save Safari Web Pages to PDFs

1. Open one web page via Safari browser.
2. Tap Export ( ) button and allow Markup extension.
3. Then tap Download ( ) button on the right side of the screen to save the web page to PDF.
4. The PDF will be saved in the Extension folder within Markup.

Chapter 3 – How to Manage Files?

For iPad users, Markup supports drag and drop to arrange and mange documents easily.

Drag to Create a New Folder

1. Long tap on the file you'd like to move.
2. Drag the selected file over the target file.
3. The file will be highlighted with grey. Then drop the file to create a new folder.

Drag and Move Files

1. Long tap on the file or folder.
2. Drag the selected item to "Folder" appeared on the upper left corner
3. Drop the item to move it to the target folder, iCloud Drive, or Network storage.

Tap to Rename Files

1. Simply tap the file name to rename the file.

Drag to Delete Files

1. Long tap on the file or folder.
2. Drag the selected item to "**Delete**" appeared on the bottom left corner.

Swipe to Reveal Shortcuts

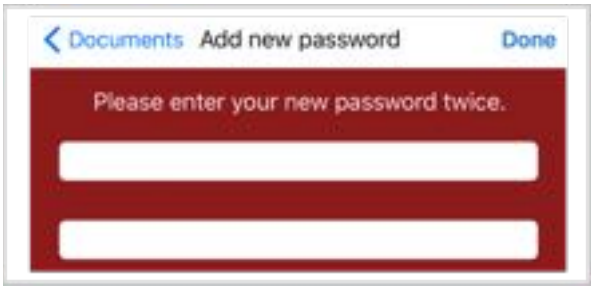
1. For iPhone users, tap on the specific file and swipe to left.
2. You will see a menu of shortcuts, including **Rename**, **Copy**, **Share Download Link**, **Export**, and **Delete**.

Private Folder

- Set up Your Password

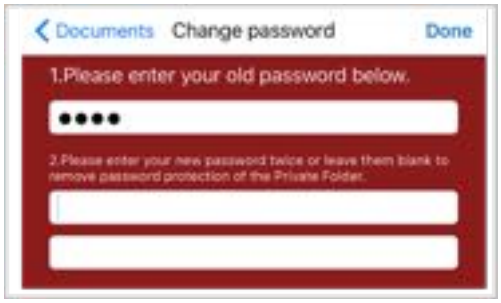
1. Go to Settings tab ( )and enable “Show Private Folder”
2. Back to Documents tab and tap “Edit” at the top right corner. (For iPhone users, please tap to continue the following process.)

3. Tap on the private folder and then set up your password.



- Change Your Password

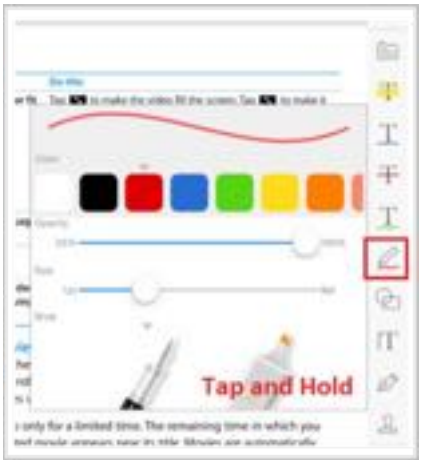
1. Tap “**Edit**” and tap on the private folder again to change the password.
2. If you’d like to remove the password protection, simply keep the new password field in blank.



Chapter 4 – How to Utilize Annotation Tools?

Two Main Tips for Markup Tools

1. To annotate PDFs, tap the icon to turn on the function. Tap again to turn off.
2. For the **highlight**, **underline**, **strikeout**, **squiggly**, **shape**, or **drawing** tool, long tap on the icon to change the color/opacity/ size/style.



Note: For iPhone users, scroll the tool bar horizontally to view more annotation tools.

Delete Annotations

1. Turn off the annotation tool you are currently using.
2. Tap on the annotation and choose "**Delete**" from the pop-up menu bar to remove it.

Annotation Summary

1. Open a PDF file
2. Tap ••• and tap "**Share Via**"
3. Choose "**Summary**" to send annotation summary by email.

My Markups

My Markups is an easy way to help you back up annotations. The annotations will be extracted as a new file. You can import to the original PDF anytime.

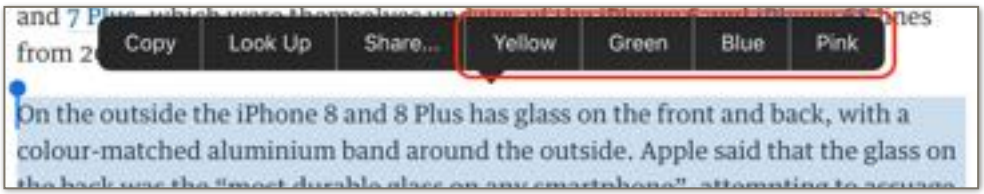
1. Open a PDF file. Tap for "A", the annotation summary.
2. Tap and choose to back up the annotations. Or you can tap to create a link for sharing.
3. Tap to import the markup file to the current PDF.

Web Highlighter (Kdan ID Required)

In addition to PDF annotations, Markup enables you to highlight text from the webs. To sync highlights across devices, you need to sign up/ sign in with your Kdan ID.

- Built-in Browser

1. Switch to "**Explore**" and tap "**Web Browser**" appeared in My Web Markups section. (For iPhone users, simply tap "**Explore**" on the main menu bar)
2. Long tap on the web page and then select text that you'd like to highlight.



3. Tap "**Done**" to finish highlighting, and the page will be automatically saved to your Kdan account.
4. All highlighted pages will sync to any other device you've connected your Kdan ID with.

- Safari Extension

1. Open one web page via Safari browser.
2. Tap Export ( ) button and allow Markup extension to start highlighting web pages.
3. The highlighted page will be also saved to your Kdan account.

- For more details, please visit our Knowledge Base: https://support.kdanmobile.com
- Should you need any further help, please feel free to contact us at appservice@kdanmobile.com