



GoodReader User Guide

Version 1.0

GoodReader version 3.16.0

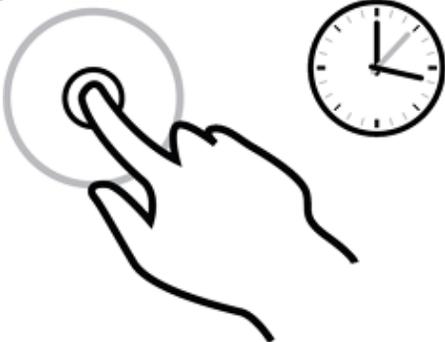
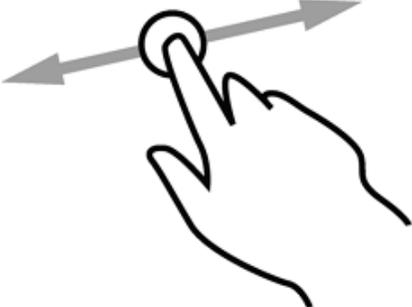
Contents

Operating GoodReader	1
Send PDF files to Your iPad	2
Copy Files with iTunes	2
Copy Files to a 'Cloud' Service	5
Download Files from the Internet	6
Open Files in GoodReader	8
From Another Application	8
From a 'Cloud' service	8
Open Locally Stored Files	13
Layout and Features	14
Information Bar	15
File Name	15
File Tabs	15
My Documents	15
Help	15
Annotation Tools	16
Annotation Toolbar	16
Pin Menu	18
Add Bookmark	18
Add Text Box	19
Insert Pop-up Note	20
Highlight Text	21
Underline, 'Squiggly' Underline and Strike-through Text	21
Draw Line	22
Draw Arrow, Box and Ellipse	23
Eraser	23
Draw Freehand	24
Navigation Tools	27
Navigation Slider	27
Previous Page	27
Next Page	27
Page Slider	27
Slide Bar	28

View/Navigation Tools	29
Brightness	30
Go Back	30
Text	31
Rotate	31
Layout	32
Crop	32
Locations	33
Go To	35
Search	36
Lock Page	37
Scroll Lock	37
Actions	38
Rotate Lock	38
<i>Finalising Your Work with GoodReader</i>	39
Saving Annotated Documents	39
Rename Files	39
Add Files to a ZIP Archive	39
<i>Send Files from your iPad</i>	41
Send Files with iTunes	41
Send Files with a 'Cloud' Service	43
Upload files via EASTS	45

Operating GoodReader

Only a few basic gestures are used for the common functions of this application.

	<p>Tap</p> <p>Press a finger on the screen and then immediately release. Use this to select most tools and buttons.</p>
	<p>Hold</p> <p>Press a finger on the screen and hold. This action will usually make an effect after a few seconds, after which you can release your finger.</p>
	<p>Drag</p> <p>Press a finger of the screen and drag it on the screen in the stated direction. This is usually used with scroll bars or for re-sizing elements on the screen.</p>
	<p>Pinch</p> <p>Press a thumb and finger on the screen and drag them together or away from each other. This is most commonly used for zooming and unzooming.</p>

Gesture images by [Gestureworks](#)

Send PDF files to Your iPad

If you have files ready to use on your iPad you can transfer them onto the iPad in several ways. Covered here are three of the most useful methods.

Copy Files with iTunes

Connect your iPad to your desktop PC via a USB cable. Open iTunes on your desktop PC. [Click](#) on your **iPad name** on the left and then click the Apps button at the top.



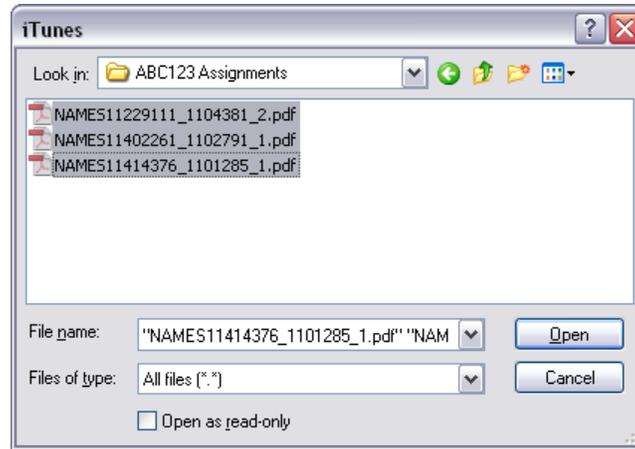
Your apps should be displayed on this screen (if not, [click](#) the **File** menu and select **Transfer Purchases from “[YOUR IPAD NAME] iPad”**). [Scroll](#) to the bottom of the page under the heading File Sharing.



Click on the GoodReader app to view its files.



Click the **Add** button below the file list and a pop-up dialogue will appear allowing you to search for files. Navigate to where your desired files are location and highlight them.



Click on the **Open** button. Your files will now transfer to your iPad. The file list will repopulate with the newly added files.

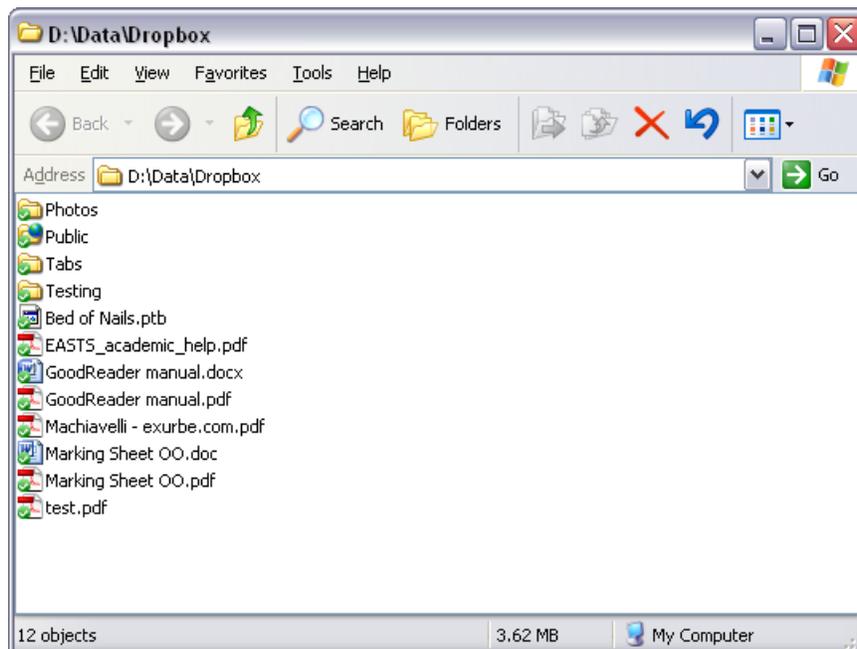


You can now open these files in GoodReader from your iPad.

Copy Files to a 'Cloud' Service

Cloud services such as Dropbox (which we will use in this example) or SkyDrive – and numerous others – allow you store your documents online and access them from any PC or mobile device. Visit the website for one of these services and download the software provided. When installing the software to your desktop PC you will be prompted to create or select a local folder which will be a shared folder to allow you to share files contained within.

Drag and drop – or copy and paste – your desired documents into your nominated shared folder.

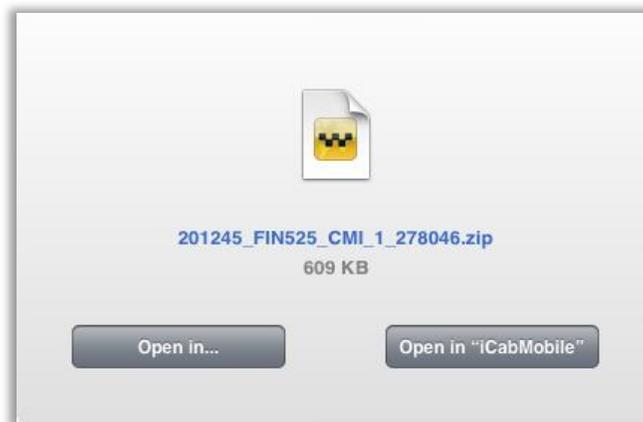


Files added to this folder will upload to the 'cloud'. You can open your Dropbox app (or whichever service you are employing) and see the content of your shared files. If you have Dropbox enabled in a separate supported application, you can open this application and view your Dropbox content from within this app and open supported file types.

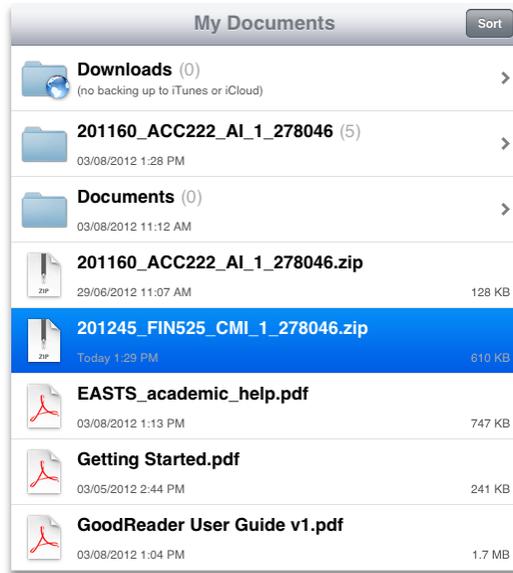
Download Files from the Internet

If your preferred Internet browser on your iPad (e.g. Safari) supports a particular file type, such as Word documents or PDF files, it will open and view them. If you want to open the file in a particular app,  tap on the document and 'Open In' options will display.  Tap one of these options then select the desired action/app.

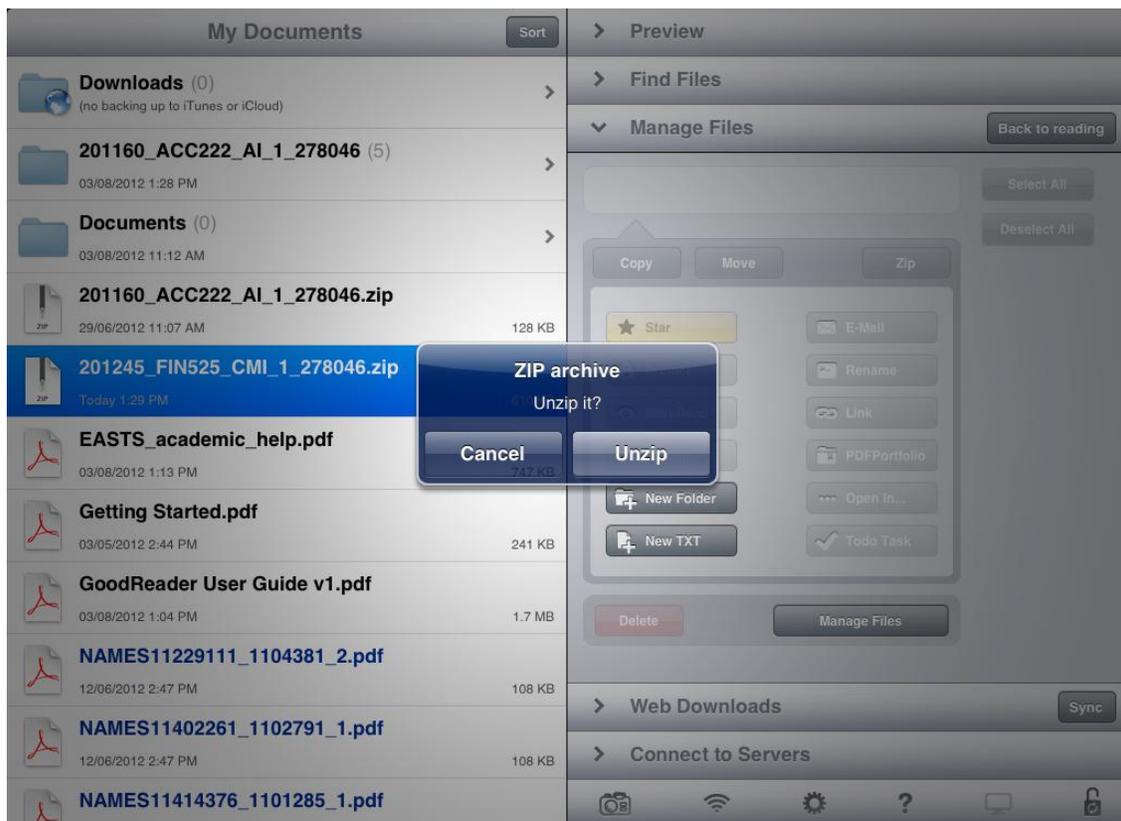
Note that GoodReader supports ZIP files and you can download batch assignments directly from the EASTS for Academics website to your iPad. Just open your browser and access and download batched ZIP files from EASTS as you normally would on a desktop PC. You should be prompted with the option to 'Open In'.



 Tap on **Open in** then  tap the option for **GoodReader**. The file will now be available in GoodReader's file manager under My Documents.



Tap the file to be prompted to unzip its contents.



Tap on **Unzip** to create a folder of the same filename with all the files contained within.

Open Files in GoodReader

PDF files can be opened in GoodReader in several ways.

From Another Application

Most applications have an 'Open In...' feature that allows you to open a selected file in another app. So, for example, if you've downloaded a PDF with the Safari web browser, you can  tap on the screen and an **Open In** button will appear.  Tap on the button and a menu should appear listing applications which can open PDF files. Locate **GoodReader** in this menu and  tap it. The file will now open in GoodReader.

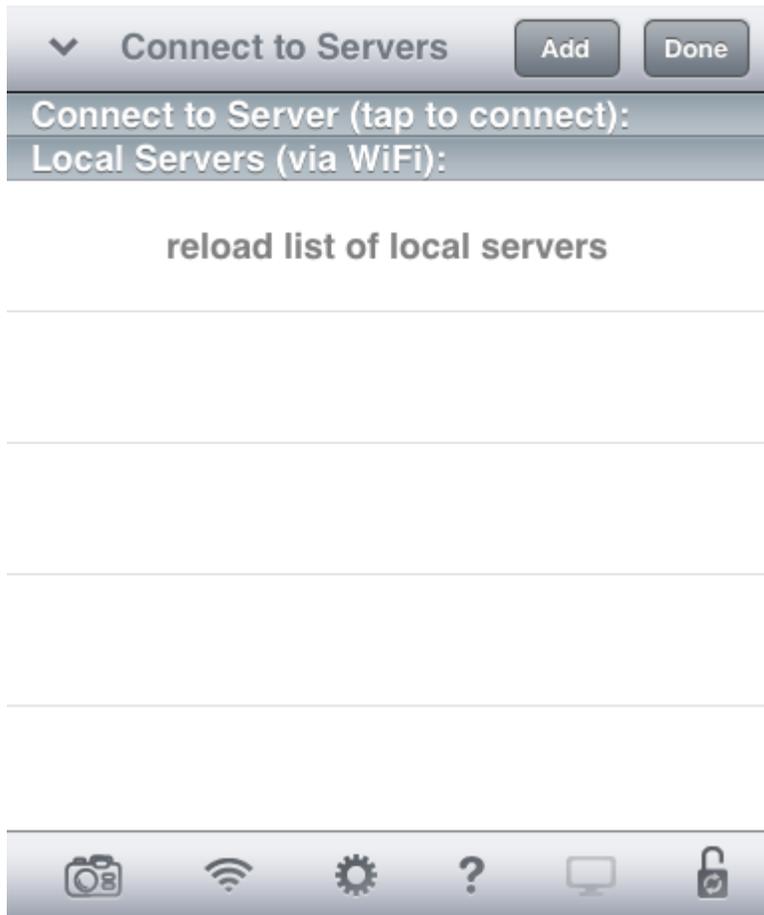
From a 'Cloud' service

Cloud services, such as Dropbox (the example we will use here), allow you to share files between electronic devices by storing them online. Cloud services can be accessed through GoodReader's file manager, or you can open Dropbox and use the 'Open In' option as described above in the **From Another Application** section of this guide.

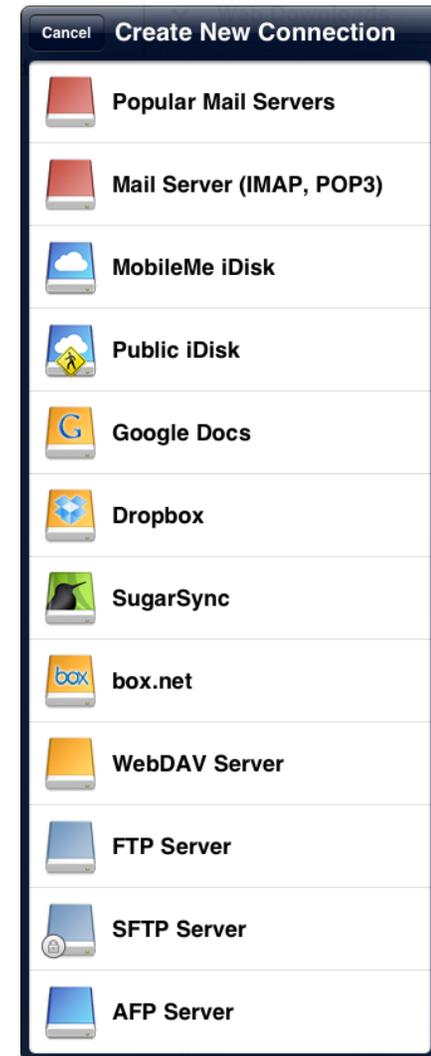
To integrate the Dropbox service into GoodReader, first access GoodReader's file manager (if you're in the main PDF editor,  tap the middle of the screen and then on the **My Documents** button that appears at the top).

NOTE: The setup of other cloud services may contain different additional steps, however they should remain essentially the same as Dropbox.

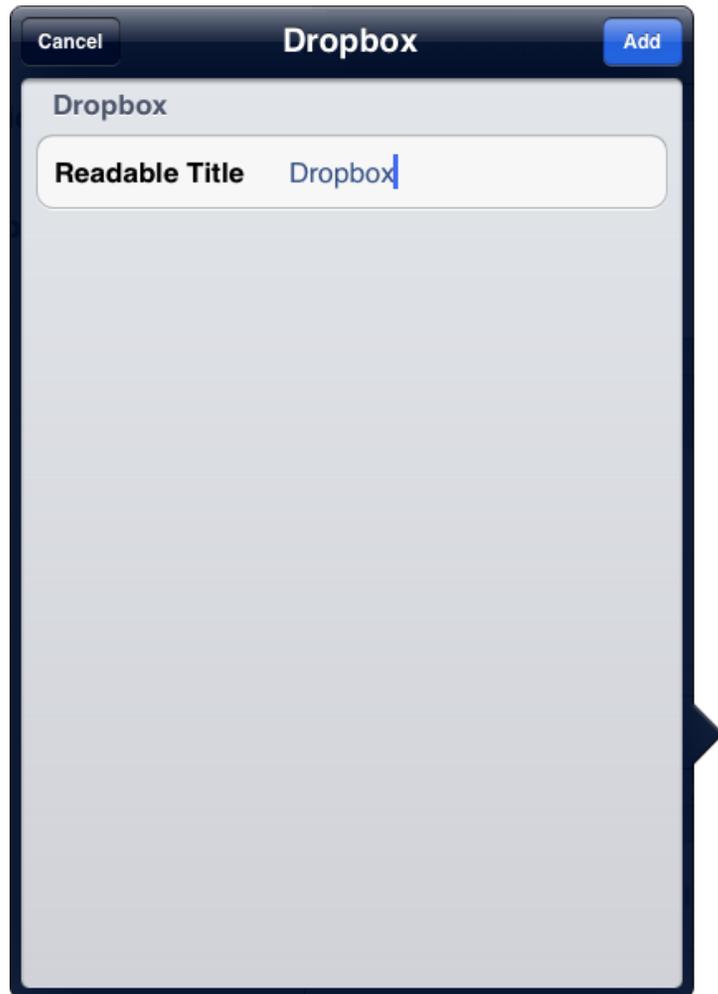
Tap on **Connect to Servers** on the right side of the screen.



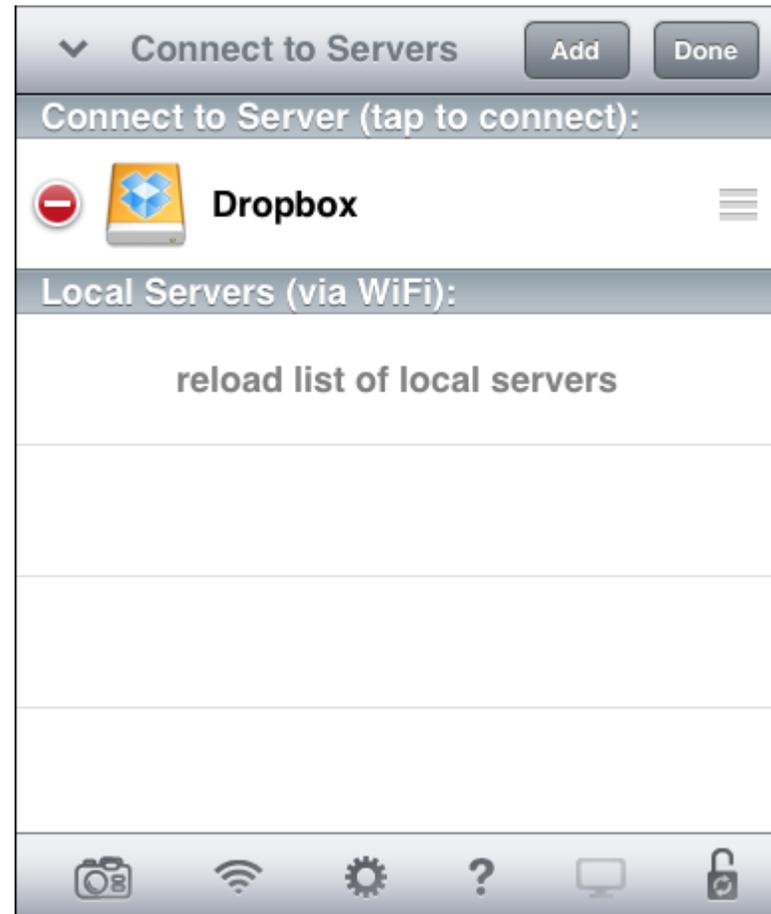
Tap the **Add** button then tap on **Dropbox**.



Enter a name for your Dropbox (this name will appear in your server list) and  tap the **Add** button.



 Tap on your new Dropbox server connection under Connect to Server.



Log in to your Dropbox service.



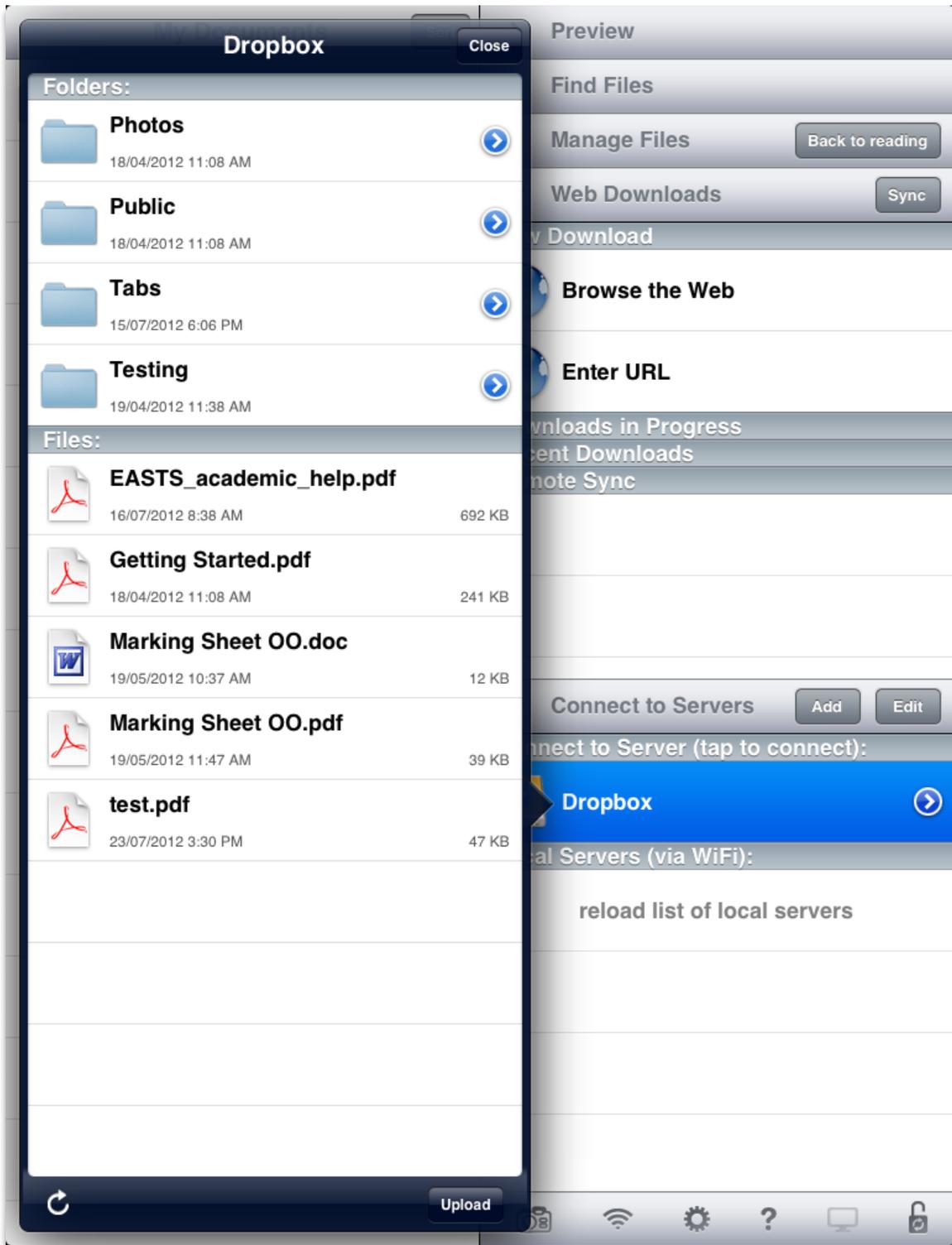
The image shows a mobile application login screen for Dropbox. At the top, there is a header with the text "Dropbox Login" and a "Cancel" button. Below the header is a blue bar with the Dropbox logo and the text "Log in to Dropbox". Underneath is a light green box containing the text "A Dropbox app wants to link with your account." and a link "Need a Dropbox account?". The main area contains two input fields: "Email address" and "Password". Below the password field is a checkbox labeled "Remember me" which is checked. At the bottom is a large blue button labeled "Log in".

Enter your email and password then  tap the **Log in** button.

A message should appear informing you that GoodReader wants to access Dropbox.  Tap the **Allow** button.



Your Dropbox contents will now be displayed.



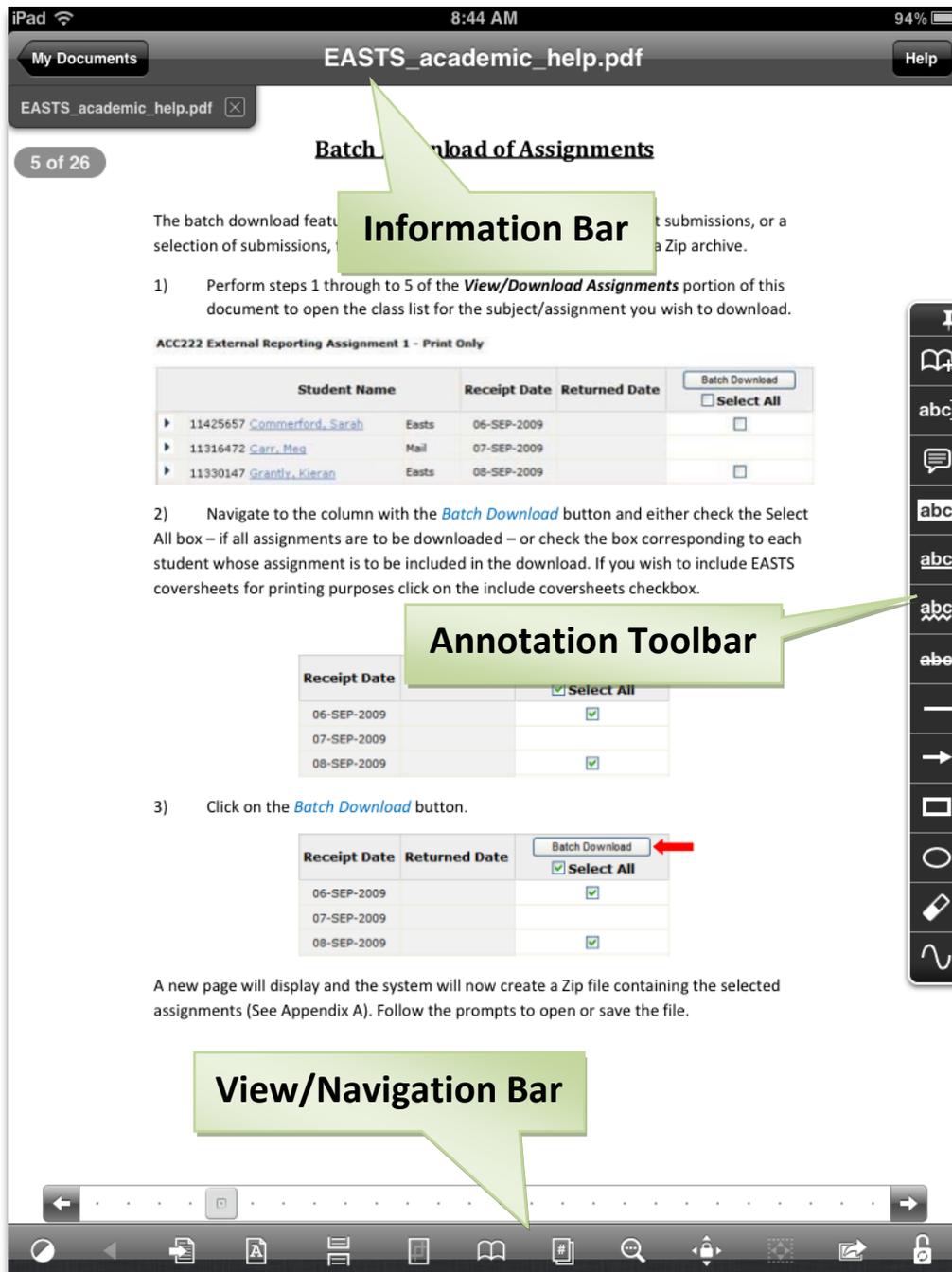
Any time you wish to open a file from Dropbox in GoodReader, access the file manager and  tap on **Connect to Servers**, then  tap on **Dropbox**. When the files are displayed,  tap on the file you wish to open and it will be downloaded to your iPad.

Open Locally Stored Files

When GoodReader opens a file it saves it locally within its file manger.  Tap on any PDF file under My Documents to open it. If you have another file open and wish to access the file manager,  tap the centre of the screen to show the menu and  tap the **My Documents** button at the top of the screen.

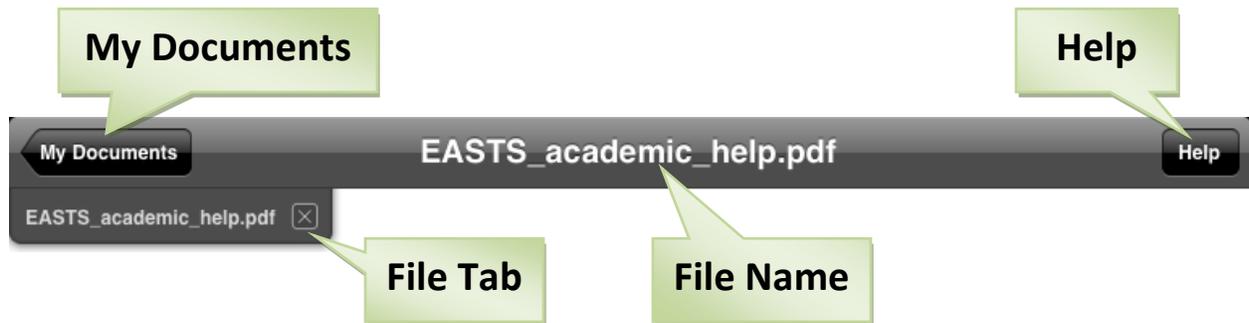
Layout and Features

With a PDF file open,  **tap** the centre of the screen and GoodReader's tools will appear. At the top is the file Information Bar. Running down the right side are the Annotation Tools. Along the bottom are document Viewing and Navigation Tools.



Information Bar

The Information Bar shows the name of the file currently being viewed and provides navigation between open documents and My Documents (file manager).



File Name

The name of the file currently being viewed is displayed at the centre of the Information bar.

File Tabs

If you have multiple files open, tabs for each file will be displayed at the bottom of the Information Bar.  Tap on one of these tabs to view the file.

My Documents

 Tap on the **My Documents** button to open GoodReader's file manager.

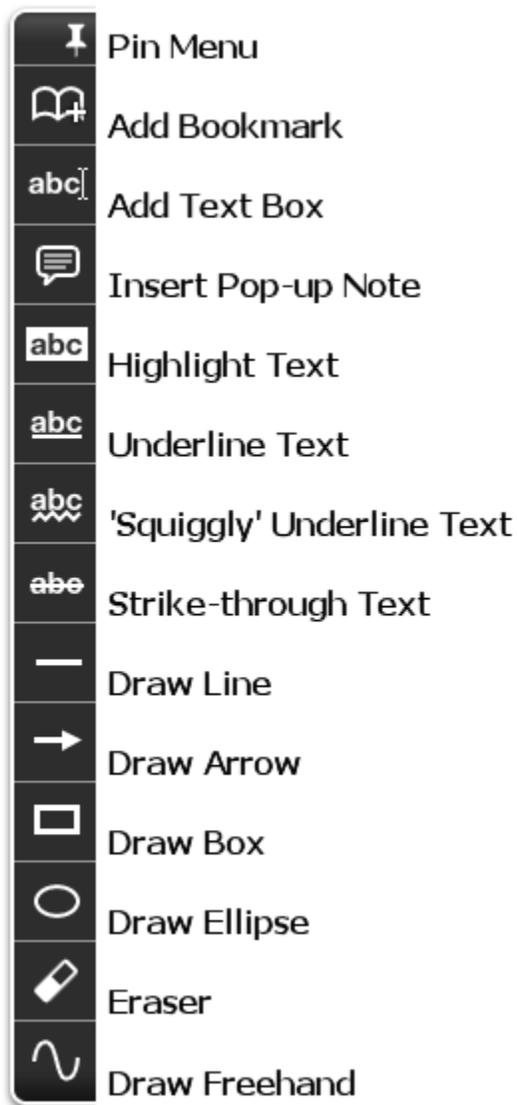
Help

 Tap on the **Help** button for information and instructions on how to use GoodReader.

Annotation Tools

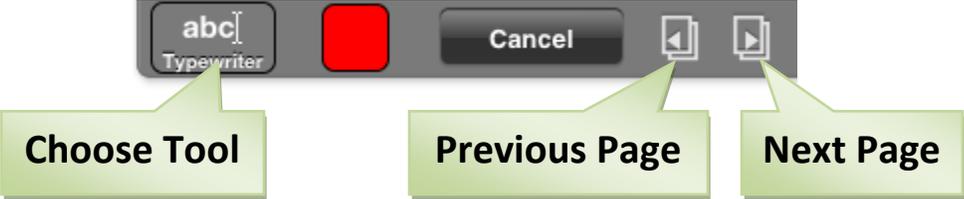
Annotation Toolbar

The Annotation Toolbar gives the user access to GoodReader's annotation functions.  Tap on one of the icons to activate the tool for use.



When you select a tool, you will enter an edit mode and configurable options for that tool will appear at the top of the screen.

A common feature for each tool's configuration options is the previous page and next page icons. When you have a tool active and wish to turn a page, **tap** these icons. This saves accidental placement of the tool effects when trying to turn pages.



You can also change to a different tool without exiting the edit mode by **tapping** on the **tool name**. A pop-up dialogue will appear with tool choices. **Tap** on a **tool icon** to activate it.



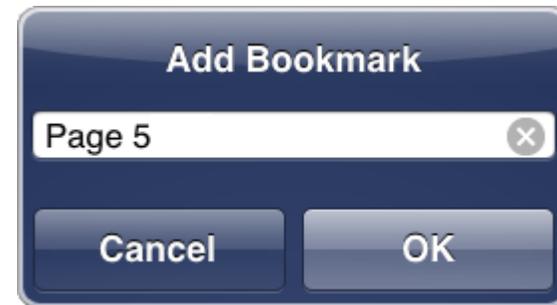
Pin Menu

By default, GoodReader's menus disappear (hide) after a few seconds to display only the PDF file.  Tap on the **pin** to have the Annotation Tools permanently displayed. The pin will turn into an X.

 You can  tap the **X** to unpin the Annotation Tools.

Add Bookmark

Use this to add a personal bookmark that can be referenced at any time. When you  tap this tool a dialogue and will appear along with the keyboard. Type the name of the bookmark (defaults to page number) and  tap the **OK** button to apply.



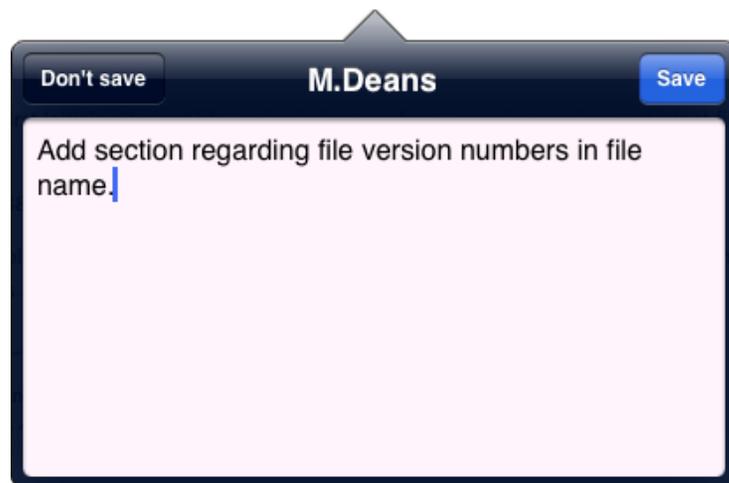
This will not alter the appearance of the document. When you place a bookmark you can use the Locations tool in the View/Navigation bar at the bottom of the screen to go to this page.

abc Add Text Box

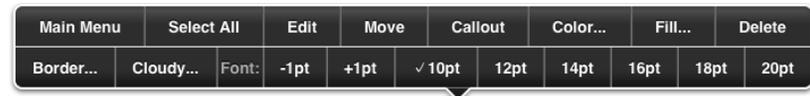
When you select this tool you can choose text colour via the options at the top of the screen.



Tap on the document where you would like to add text. A dialogue will appear along with the keyboard. Enter the required text then tap the Save button.



The text will appear on the document. Tap on your text to view a context menu.



This menu allows you to change the attributes of the text box, such as font size, colour and fill options, and edit the text. You can also move the text box, change its dimensions, or place a callout to point to a particular place on the page. Tap on an option to use it.

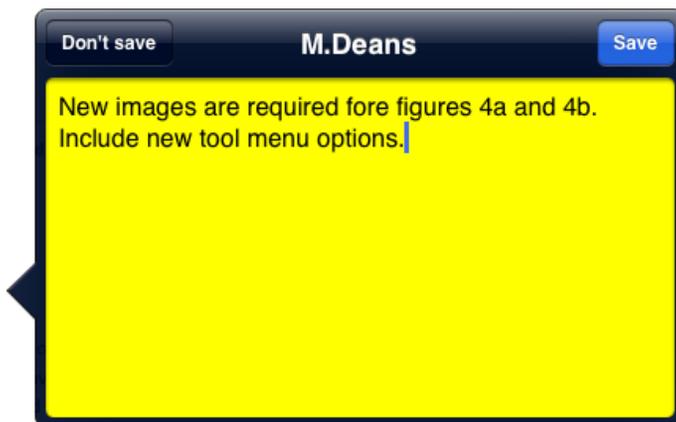


Insert Pop-up Note

When you **tap** on this tool you can select text colour via the options at the top of the screen.



Tap on the document where you would like to place a note. A dialogue will appear along with the keyboard. Enter the required text then **tap** the **Save** button.

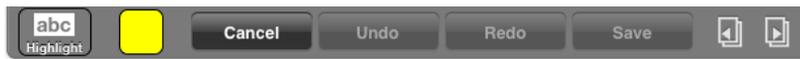


A note icon will appear on the document. **Tap** the icon to view the text.

NOTE: An important thing to remember with notes is that you can export GoodReader annotated PDF files in two ways. If exported as a regular PDF file, when viewed on a computer the user can click on a note icon on a page to see the text contained within the note when using a standard PDF viewer such as Adobe Reader. If exported as a flattened PDF, the note will be tethered to an icon in the left margin and assigned a number (page number – note number on page). An extra page will be attached to the end of the document with a numbered list of each note and the text contained within them. This latter option is best used to print the document.

Highlight Text

When you  **tap** on this tool you can select text colour via the options at the top of the screen.



 **Tap** on a single word to highlight it. To highlight a selection of words, hold your finger on the first word or the selection and  **drag** to the last word. The options will allow you to undo and redo your last changes.  **Tap** the **Save** button to confirm your changes and close the tool. Now when you  **tap** on a highlight without the Highlight Tool active you will get a context menu that allows you to copy or delete the highlight, or change its colour.



 **Tap** on an option to use it.

Underline , 'Squiggly'

Underline and Strike-through Text

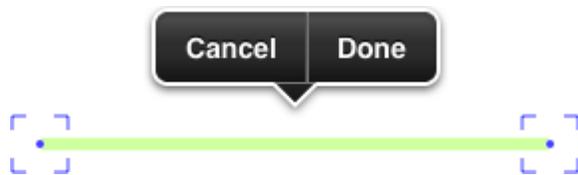
Each of these tools work identically to the Highlight Text tool. See the Highlight Text section above for details.

Draw Line

When you select this tool you can select line colour, thickness and opacity via the options at the top of the screen.



 **Tap** anywhere within the document to place a line in that location. A context menu will appear and the line will have editing points () that you can hold your finger on and  **drag** around the screen to change the length and angle of the line.



When the line is to your satisfaction,  **tap** on **Done** in the context menu. Now when you  **tap** on the line a context

menu will appear that lets you change the line's properties or delete it.



 **Tap** on an option to use it.



Draw Arrow, Box and Ellipse

Each of these tools work almost identically to the Draw Line tool. See the [Draw Line](#) (p22) section above for details.

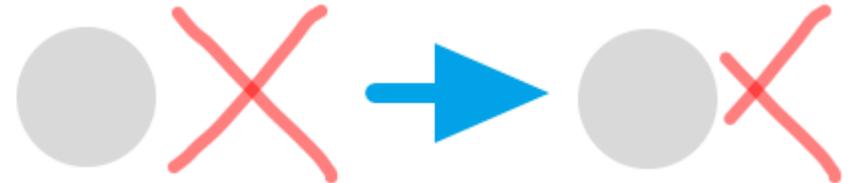


Eraser

When you select this tool it allows you to erase elements created with the Draw Freehand tool.  **Tap** on the tool to open its options.



 **Holding** a finger on the screen creates a circle underneath. Any freehand elements within this circle are erased. You can  **drag** your finger around the screen to delete any freehand elements in its path.



 **Tap** the **Save** button to apply your changes.

The best way to visualise this is to think of a pencil and a rubber eraser; The pencil is your Draw Freehand tool and your rubber eraser is the Eraser tool.

Draw Freehand

When you  **tap** this tool, options at the top of the screen allow you to select line colour, thickness and opacity.

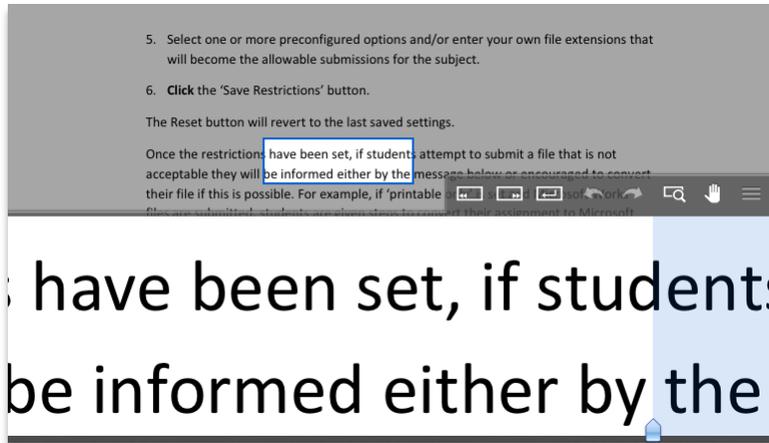


To draw,  **hold** your finger (or stylus) on the screen and  **drag** to draw a line, shape or letter. This tool is very much like a real-life drawing tool (i.e. pencil, highlighter, crayon) and you can use it in the same way; lift your finger and resume drawing from another position to create drawings or words.

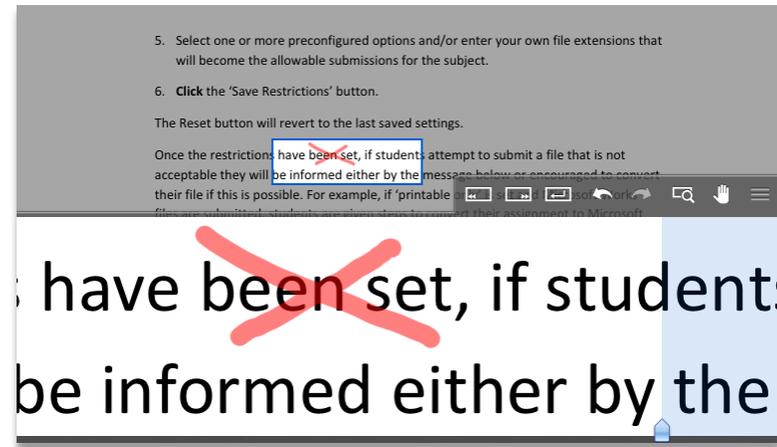
Additional icons will appear at the bottom of the screen for zooming options.



 **Tap** the zoom mode icon to display a window showing a magnified portion of the page. The page will be greyed out and the magnified portion will display at normal brightness.



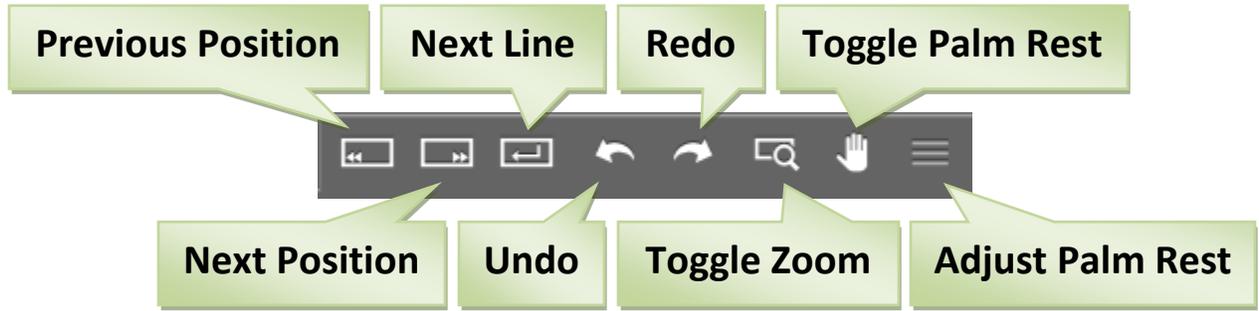
You can use this magnified view for precise use of the freehand drawing tool.



 **Tap** anywhere on the page to place the zoom window.

 **Pinch** inside the zoom window to adjust the size of the zoomed area.

Other tools in the magnified view include zoom window position buttons, undo and redo, palm rest options, and auto-advance zone (blue slider).



 Tap the **Save** button at the top of the screen to save your freehand drawings to the document.

Navigation Tools

Navigation Slider

Several tools are available to alter the appearance of a document and to assist in navigating through a document.



The Navigation Slider represents the entirety of your document. The left-most position is the first page and the right-most position is the last page.



Previous Page

 **Tap** this button to display the previous page.



Next Page

 **Tap** this button to display the next page.



Page Slider

 **Drag** your finger along the slider bar to navigate back and forth through each page of the document.

Slide Bar

 Tap anywhere on the slide bar to go to the page closest to that position.

View/Navigation Tools

These tools provide a variety of options for how you view and navigate a document.



 **Tap** on an icon to activate the tool associated with it.



Brightness

 **Tap** on this icon and a slider will pop up above it.



 **Tap** anywhere on the slider to change the brightness level of the document.  **Drag** the **slider** to make fine adjustments.  **Tap** on your document to use the brightness setting.  **Tap** again on the **Brightness** icon to restore normal brightness.



Go Back

 **Tap** this icon to return to your previous page after using the Navigation Slider, a bookmark or link. This is most handy if you accidentally leave the page you were working on.



Text

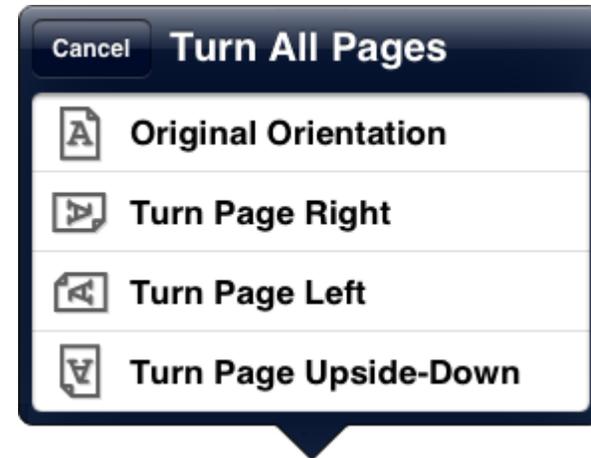
Tap to extract and display the pure text of the document for easy reading. Several display options replace the regular Viewing/Navigation Tools at the bottom of the page. To return to normal document view, **tap** on the centre of the document to unhide GoodReader's tools. In place of the My Documents button in the Information Bar will be a button with your document's name. **Tap** on this button and you will be returned to your document.

NOTE: When viewing in pure text mode you will not have access to the Annotation Tools.



Rotate

You can use this tool to change the orientation of the document on your screen. This is useful for incorrectly scanned images which may not be oriented with the rest of the document. **Tap** on the icon to and a menu will appear.



Tap on your required orientation. To return to the original orientation, **tap** the **Rotate** icon again and **tap** on **Original Orientation**.



Layout

Use this tool to switch between single and double page layouts. Tap on the icon and a menu will appear.

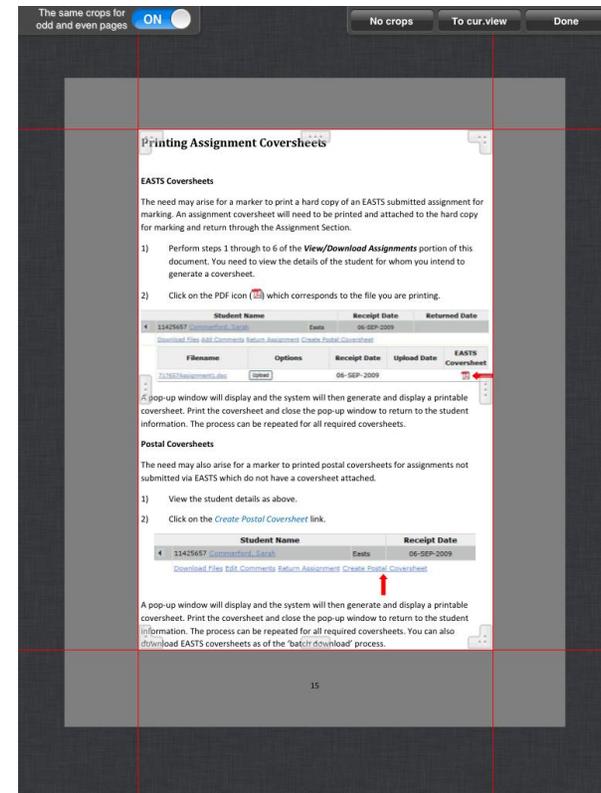


Tap on your required layout.



Crop

Use this tool to crop out margins so the document's page contents fill the entire screen. Tap on the icon and your display will change to an editing screen.



 **Drag** the crop buttons to edit where you wish to crop.



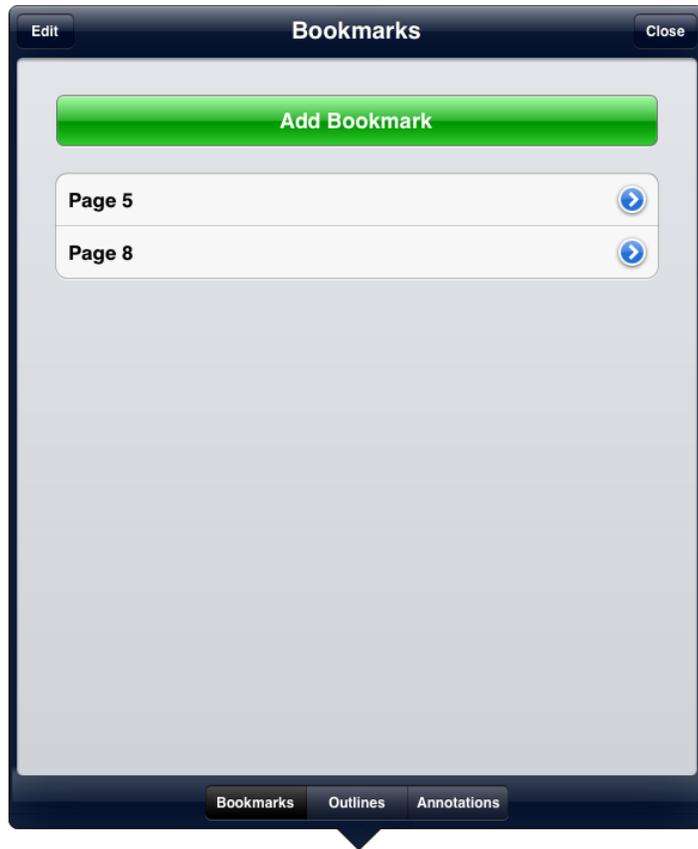
 **Tap** the **Done** button to apply the crop. To undo crops you have made,  **tap** on the **Crop** icon to enter the crop editing mode and  **tap** on the **No Crops** button.



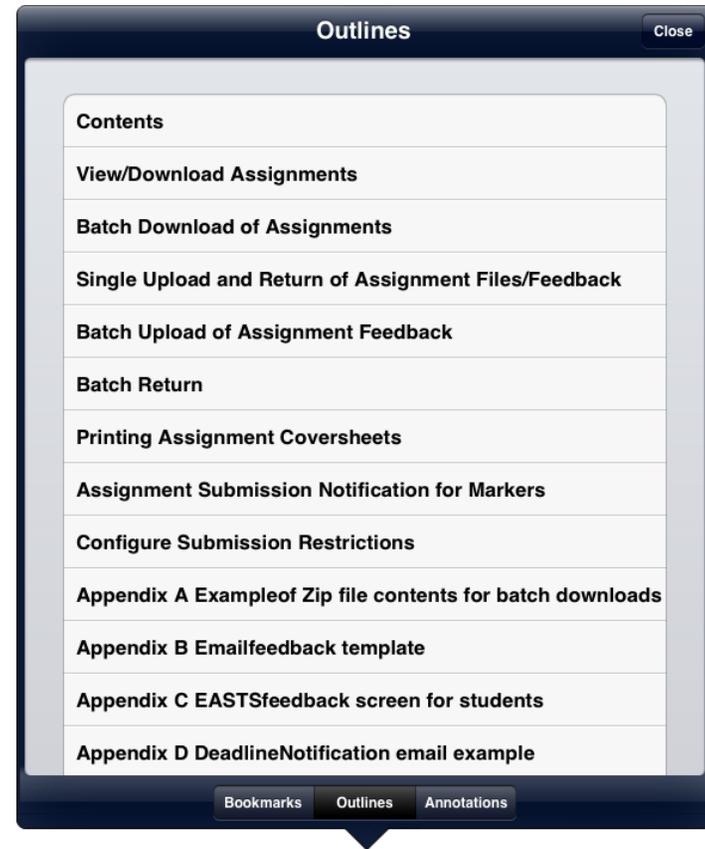
Locations

 **Tap** this icon to view a dialogue with bookmarks, contents and list annotations made to the document. When the dialogue appears you can choose what to display by  **tapping** the **Bookmarks**, **Outlines** and **Annotations** buttons.





Bookmarks show bookmarks you have added via the Bookmark annotation tool.  Tap on a bookmark to go to the corresponding page.



Outlines will show a table of contents (provided the original document has a table of contents embedded into it) and you can  tap on an item to go to that page.

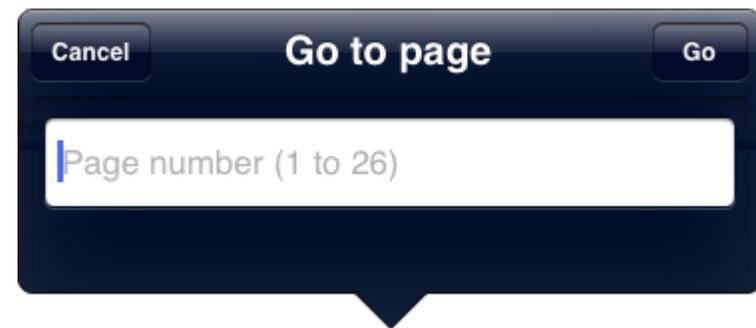


Annotations will list a summary of the annotations you have made and  tapping on one will take you to the page it is on and highlight that annotation.



Go To

To go to a specific page of the document,  tap this icon and a dialogue will appear with the keyboard.

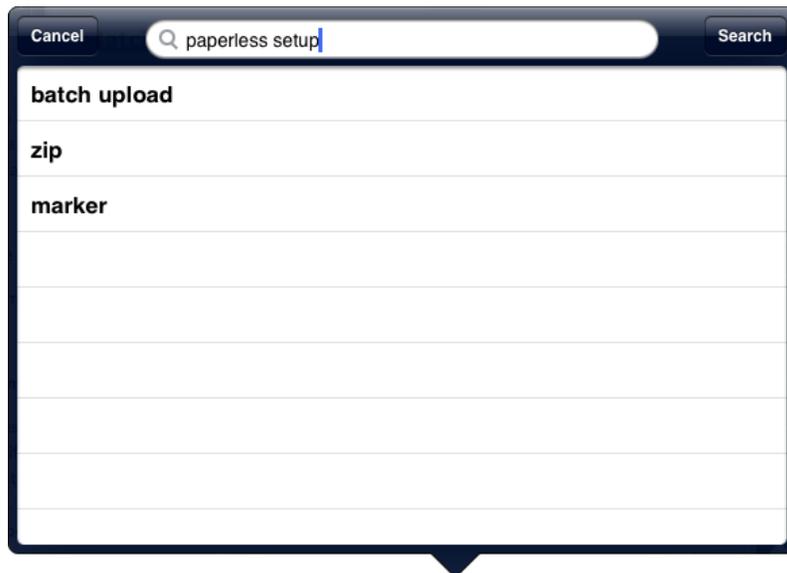


Type in the number of the required page and then  tap the **Go** button to display the page.

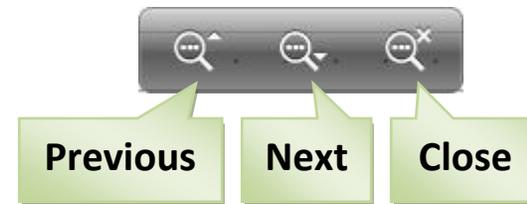


Search

You can search for key words within your document. **Tap** this icon and a search dialogue will appear with the keyboard. Type the word(s) you wish to search for and **tap** the **Search** button. Any previous search terms you have used will be recorded in this dialogue. You can search one of these by **tapping** on the word then **tapping** the search button.



When you conduct a search, the next term in the document matching your search will be highlighted. Three new icons will also appear at the bottom of the page.

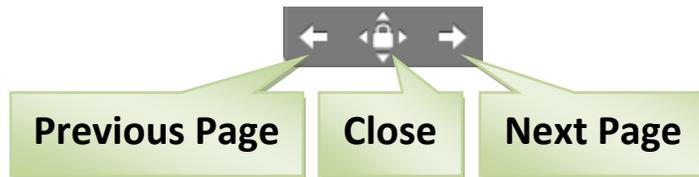


Tap the **Previous** icon to cycle back through the document for matching search terms. **Tap** the **Next** icon to cycle forward through the document for matching search terms. **Tap** the **Close** icon to cancel the search query.



Lock Page

 **Tap** this tool to lock out screen gestures. This is handy when you want to view the document without moving the page with accidental hand gestures. You will be able to navigate back and forth between pages, or close the lock page function, by  **tapping** the icons at the top-right of the screen.



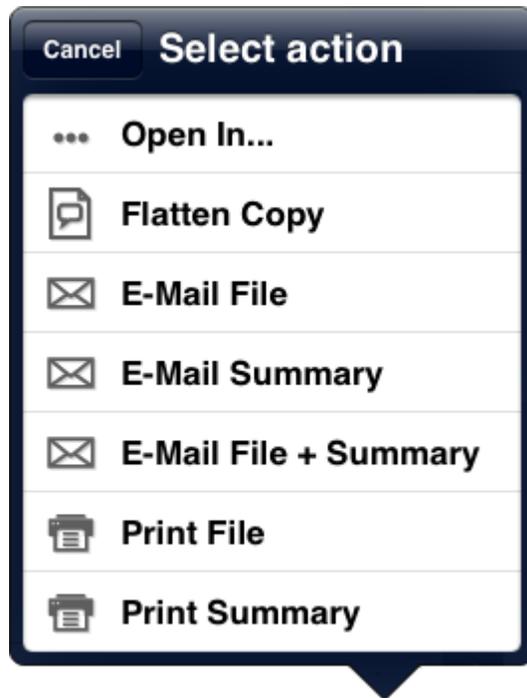
Scroll Lock

The scroll lock feature allows you to lock horizontal scrolling of a document. However, in the version used for creating this guide it appears to be disabled.



Actions

 **Tap** this icon to view a dialogue containing various actions you can perform with the document, such as opening it in another app, flattening the document, email it, or print it.



 **Tap** on a menu item to initiate the action.



Rotate Lock

 **Tap** this icon to lock the rotation of the screen so the document stays locked in the current perspective even if you tilt the iPad at any angle.

Finalising Your Work with GoodReader

Once you have finished annotating your PDF files you can perform a variety of actions to prepare them for return to students.

Saving Annotated Documents

Each time you use a tool and subsequently hit a **Save** button to commit a change to the document, this saves the change to the original document stored in My Documents. You do not need to make a final separate save once you have finished annotating a document.

Rename Files

Access My Documents. Under the Manage Files tab, make sure you are in the correct folder in which the file(s) you wish to rename is located.  Tap the **Manage Files** button and your file list will display check circles next to each file/folder.  Tap on a file and then  tap the **Rename** button on the right of the screen. A dialogue will pop up along with the keyboard. Edit the name and then  tap the **OK** button to commit the change.

Note that when the dialogue appears, the cursor is at the end of the name. This is useful for quickly preparing files for batch upload to EASTS as you just need to add the word **marked** at the end of your filename.

Add Files to a ZIP Archive

You may wish to add files to a zip if you want to batch upload your files to EASTS directly from the iPad, or simply to more easily manage your files. To do so, access My Documents. Under the Manage Files tab, make sure you are in the correct folder in which the files you wish to zip are

located.  Tap the **Manage Files** button and your file list will display check circles next to each file/folder.  Tap on each file you want to add to the zip. The check circle for each should have a tick and the file highlighted green.  Tap on the **Zip** button on the right side of the screen. A zip file called **Archive.zip** will be created and it will contain each of your selected files. You can rename this file if required.

Send Files from your iPad

Once your files have been annotated and prepared you can send them back to another device, such as your desktop PC, or even upload them via the Internet.

Send Files with iTunes

This process is almost identical to the [Copy Files with iTunes](#) (p2) section of this guide, only in reverse direction.

Connect your iPad to your desktop PC via a USB cable. Open iTunes on your desktop PC. [Click](#) on your [iPad name](#) on the left and then [click](#) the [Apps](#) button at the top.



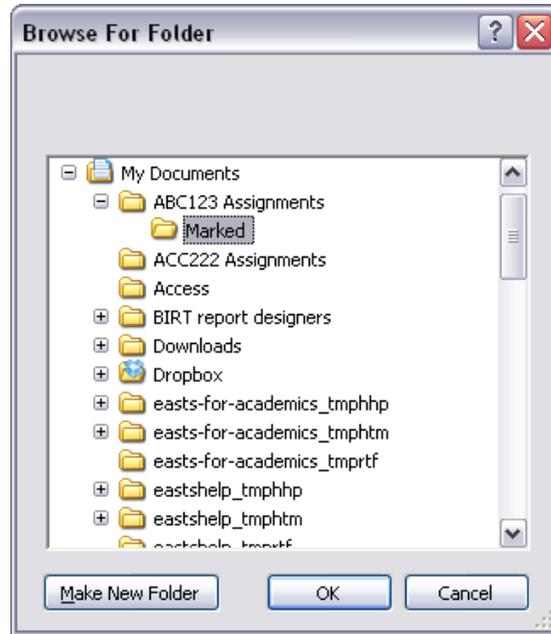
Your apps should be displayed on this screen (if not, [click](#) the [File](#) menu and select [Transfer Purchases from “\[YOUR IPAD NAME\] iPad”](#)). [Scroll](#) to the bottom of the page under the heading File Sharing.



Click on the **GoodReader** app to view its files and highlight the files to copy.



Click the **Save to** button below the file list and a pop-up dialogue will appear allowing you to search for a folder.

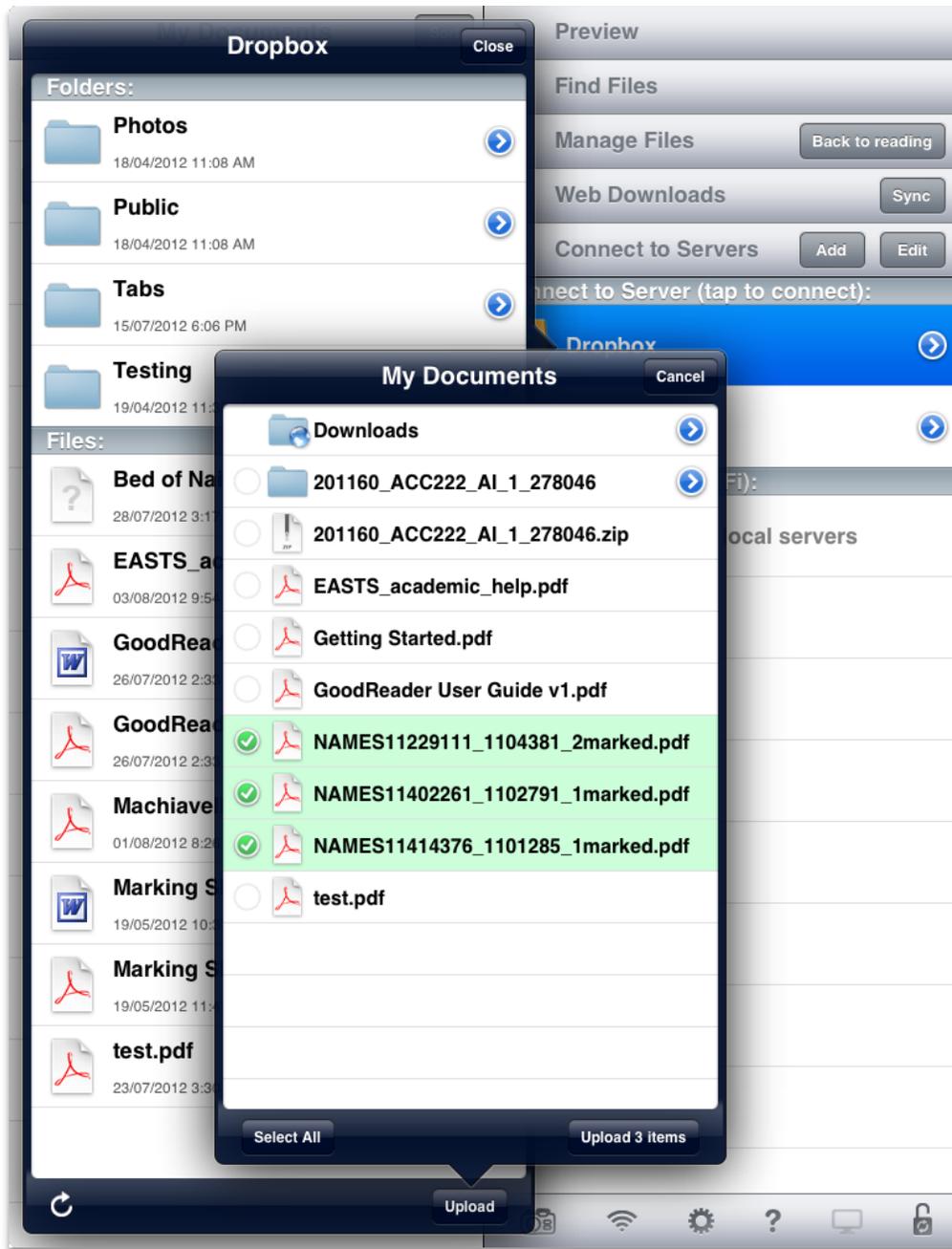


Select a folder then click on **OK**. Your files will now be copied to this location on your PC.

Send Files with a 'Cloud' Service

If you have Dropbox, or another cloud service, integrated into GoodReader, as outlined in the [From a Cloud Service](#) (p8) section of this guide, you can copy files to this service.

Access My Documents and select the **Connect to Servers** tab. Tap on **Dropbox** to display its file folder. Tap the **Upload** button below the list to display GoodReader's locally stored files. Tap on each file you wish to upload to select it.



Tap the **Upload [X] Items** button to upload the files to the Dropbox server. You can now access these files from your other devices, such as your desktop PC.

Upload files via EASTS

If you have an Internet browser on your iPod which allows you to upload files, you can access the EASTS for Academics webpage to upload single files or even batch upload your zipped files.

NOTE: All the same rules apply for uploading and batch uploading via iPad as they do for a desktop PC. All files must be named with the appropriate convention.

E.g. NAMES11414376_1101285_1marked.pdf

A suggested browser to use is iCabMobile. We will use it in this example.

Access My Documents and select the Manage Files tab.  Tap the **Open in** button on the right of the screen. You will have the option to send the file as is or to 'flatten' the annotations.

 Tap one to select and a list of supported apps will appear.  Select the **iCabMobile** app.

The file has now been copied to iCabMobile and when you choose a file upon uploading to EASTS in that browser, you will be able to select this file.