Crop:

On the desired page, Select the Crop button from the bottom tool bar, and the App will be in Crop Mode, from here select the shape of the Crop you want to i.e. Freeform, Box or Circle shape. Then either save the Cropped Image for later use or send it as it to either Facebook, Twitter, Photo Album, Printer, Email, MMS or other Applications.

Paste:

Select the Paste button from the bottom tool bar, and the App goes to Paste Mode; then do as you choose with it. Either select Send, and it will direct you to send to either Facebook, Twitter, Photo Album, Printer, Email, MMS or other Applications OR, select Paste Now, and it will paste the cropped image on the board. To paste Cropped Image on a different page, simply use the Finger & Pagination to go to the required page. You can then Increase or Decrease the size of the Pasted image, OR even Mirror Image the cropped image. Double tapping on the Cropped image, will retain the Image at the place where you have positioned it.
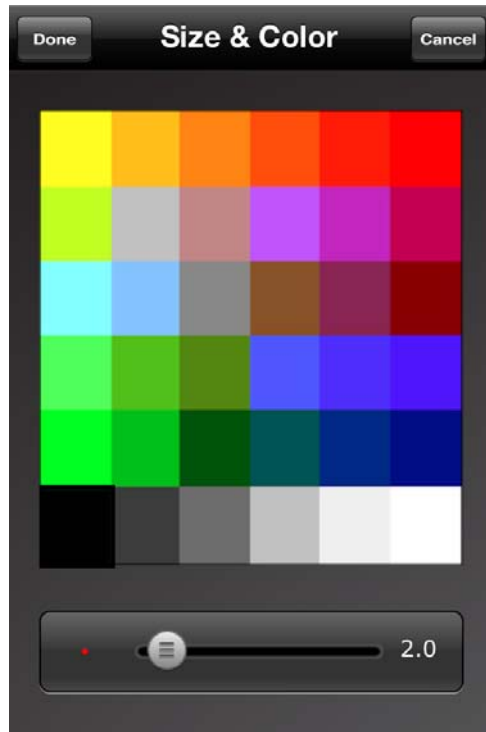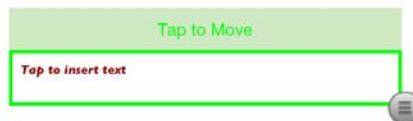

MIRRORING OF IMAGES

Draw

On the desired page, Select the Draw button and the screen will take you to the Draw mode of the App. Here select the Size & Color you want to use, tap on Done and then start Drawing. When finished, tap on Done again.
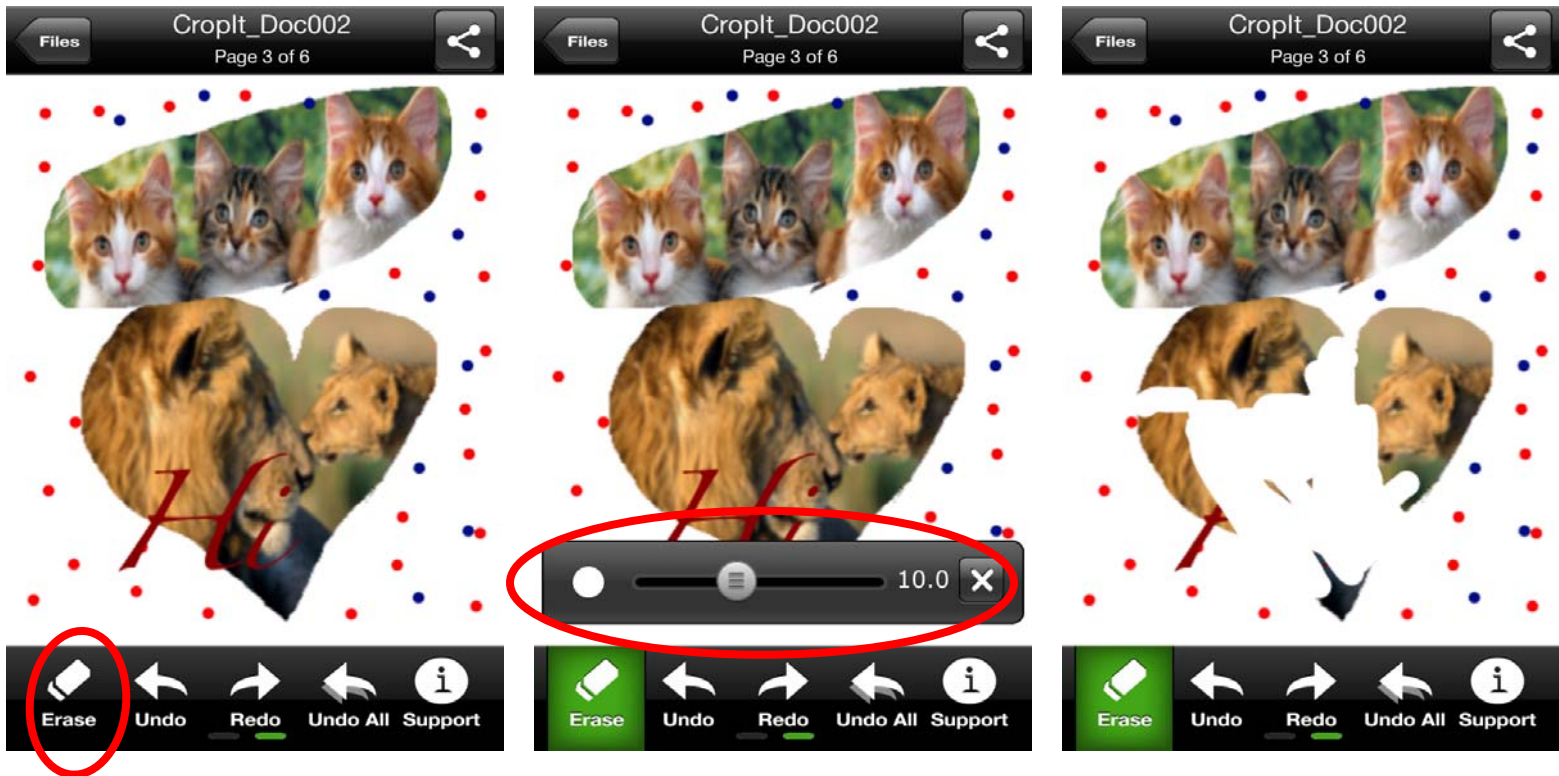
Write Text

On the desired page, Select the Text button and the screen will take you to the Text Mode of the App. Here select the Font or Font Size and Color and then select Write. When Write is selected, a small text box appears, tapping within the Text box pops up the Keyboard of the device. Now type or use SIRI (an Apple functionality) to type your text. To move the text, simply tap and drag the text box. To move the text to an area currently occupied by the Keyboard, Double Tap outside of the text box and the Keyboard will disappear. Now move the Text box to the desired location. When finished, simply tap on Done

![Erase icon] **Erase**

On the desired page, Select the Erase button and the Erase functionality pops up. Select the thickness of the eraser, and when selected, simply tap on the "X" mark and then use the Erase function. To come out of Erase mode, Tap on the Erase button.

![Undo Redo Undo All icons] **Undo, Redo and Undo All**

On the desired page, after you have made some changes to it, Select the Undo button, and continue Tapping it, it will Undo in the order of Last in First Out. To put the Undo part back on the screen/page, simply Tap on the Redo button multiple times and the whole thing that was removed at Undo stage will come back on. The Undo All button will remove all of the written/drawn part on the page, but Redo, will make it all come back on the screen/page.

![Add and Delete icons] **Add and Delete Pages**

Select the Pages view ![Pages icon] from the bottom Toolbar of the screen, and then scroll thru the pages. Select a page and then Tap on the (+) button on the top to add a Page and Tap on the (-) button to delete a page. Please note that once a page is deleted, it cannot be undone.

	Add a Page - This functionality is to add pages either Before or After the selected page.
Back	Tapping this button will enable the user to go to the previous section in the Support area of the App.
Color	The user can select a color of the Text whilst in Text mode.
Crop	The user can crop images/ photos or PDF documents using this function.
Box	The user can select a Box form of Cropping of the image or PDF document.
Circle	The user can select a Circular or Elliptical form of Cropping of the image or PDF document
	Delete a Page – This functionality is to delete the selected page. Please Note – This action cannot be undone.
Draw	The user can select this function to draw.
Edit This File	In the pages view of the file, when a file is centred on the screen and taping this function will enable the user to open / edit the selected file.
Email	The user can use this function to send either an Image (Full page or Cropped) as a JPG or a document as a PDF file thru the email client of the device.
Erase	This function has a slider to enable increasing or decreasing the size of the Eraser. Using this function the user can erase part or whole of the screen.
Files	This function opens up the list of user created files along with the Support File in the App.
Font	When in Text mode, the user can select from a variety of fonts
Freeform	The user can select a Freeform of Cropping of the image or PDF document
Import	Using this functionality; enables the user to import Images/ Photos directly from the Photo Album or Email or other Apps on to any page as the user wants. Simply tap on the Import function, Select the Image/ Photo and then open the file and the page you want to paste the selected Image/ Photo. Scrolling/ Finger Pagination thru the pages within a file at this stage will allow the user to take the selected image/ photo to the correct page and then paste it by double tapping on the Selected Image. The user can move or adjust the size or even Mirror-Image the selected Image/ Photo before pasting it on the screen. The user can also import PDF files from Email or other Apps, by Selecting the requisite PDF for 2 seconds and then selecting "Open in CropIt". The App automatically takes the filename of the PDF file.

	List view of Files in the App – This Toggle function gives the user different views of user created files in the App.
MMS	The user can send images (Cropped or Full page), by using this functionality. At the time of sending thru MMS, the user has to Double Tap in the area which allows Text to be written in, and when the paste Icon appears, tap on that paste icon to put the selected Image in that location
More	This function allows the user to Send Images thru the device's installed Applications like Google Drive, Dropbox etc.
New	Creates a new file for use in the App
Pages	This function lets the user see all of the pages of a multi-page document. The user can then scroll up / down to the required page and then select it to continue with the work on the selected page
Paste	Using this functionality, users can Paste or Send Cropped Images thru various clients like Email, MMS, Print etc.
Redo	This function is used to Redo the parts that the user may have undone when the user used the Undo or UndoAll function
	Send Action Button – This button opens up various ways the user can send either Images or PDF documents
Size & Color	The user can select a Size & Color to draw whilst in Draw mode
Support	This function opens this support section
Text	To write Text on the Image or Document, use this function.
Undo	On any selected page of the file, to Undo the work done by the user, this function is to be used. Multiple tapping of this function will remove the work done by the user in the order of Last in First Out. Tapping the Redo button multiple times can reverse this action.
Undo All	On any selected page of the file, to Undo All of the work done by the user, this function is to be used. A single tap of this function will remove all of the work done by the user on the selected page. Tapping the Redo button multiple times can reverse this action.
Write	This function is within the Write Text function and the user can use it to write text. Selection of Color, Fonts and Font Size is optional. When Write is selected, a small text box appears, tapping within the Text box pops up the Keyboard of the device. Now type or use SIRI (an Apple functionality) to type your text. To move the text, simply tap and drag the text box. To move the text to an area currently occupied by the Keyboard, Double Tap outside of the text box and the Keyboard will disappear. Now move the Text box to the desired location. When finished, simply Tap on Done on the Top Left corner.