

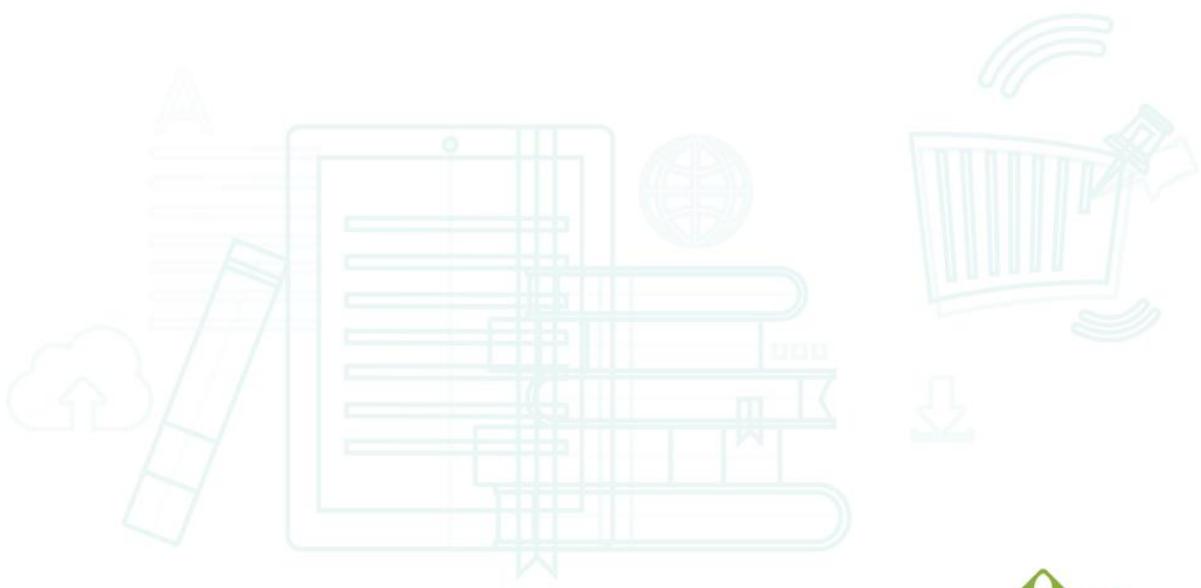


Safeguard Viewer

Product Manual for Android

Version 2.0

Revision 1.13



Contents

1.1	Introduction	5
1.2	Pre-requisites	5
1.3	Getting Started.....	5
1.4	Installation	7
1.4.1	Manual APK file installation (no Play store access)	7
1.5	Registration (license activation).....	8
1.6	Opening protected documents	10
1.6.1	Navigating around a document	12
1.6.2	Closing a document.....	12
1.7	Safeguard Viewer Toolbar.....	13
1.7.1.1	Toggling toolbar and thumbnails scroller	13
1.7.2	Toolbar Menu Options	13
1.7.3	Navigation Drawer Options.....	14
1.7.3.1	Table of Contents	14
1.7.3.2	Bookmarks	15
1.7.3.3	Dark Mode	15
1.7.3.4	Dual Page	15
1.7.3.5	Document Info	16
1.7.3.6	Share Annotations.....	16
1.7.3.7	Export Annotations	16
1.7.3.8	Import Annotations.....	16
1.7.4	Text Search.....	17
1.7.5	Annotations.....	18
1.7.5.1	Undo Annotations	18
1.7.5.2	Color Picker	18
1.7.5.3	Close Annotations	18
1.7.5.4	Switching between annotation types	19
1.7.5.5	Working with annotations	19
1.8	Safeguard Viewer Library.....	21
1.8.1	Toolbar Options	22

1.8.1.1	Search.....	22
1.8.1.2	Edit	23
1.8.1.3	Import	23
1.8.2	Navigation Drawer Options.....	24
1.8.2.1	New Folder	25
1.8.2.2	Sort by Date	25
1.8.2.3	Import File.....	25
1.8.2.4	Wifi Upload	25
1.8.2.5	Settings.....	25
1.8.2.6	Remove Keystore	25
1.8.3	Folders.....	26
1.8.3.1	Adding folders	26
1.8.3.2	Moving files into folders	26
1.8.3.3	Renaming files and folders.....	27
1.8.3.4	Deleting files and folders	27
1.9	Safeguard Viewer Settings menu.....	29
1.9.1.1	Mark used license	30
1.9.1.2	Remember last page	30
1.9.1.3	Keep screen on.....	30
1.9.1.4	Always show toolbar	30
1.9.1.5	Remove Keystore	30
1.9.1.6	License Agreement.....	31
1.9.1.7	Welcome Screen	31
1.9.1.8	Online product manual	31
1.9.1.9	About.....	31
1.10	Ways of adding documents/licenses to Safeguard Viewer	32
1.10.1	Email.....	32
1.10.2	Web Site Link.....	32
1.10.3	Import Files	32
1.10.4	Wi-Fi upload	33
1.10.5	Cloud file storage (i.e. Dropbox, Microsoft OneDrive, etc.)	35

1.10.5.1	Dropbox instructions.....	35
1.10.5.2	OneDrive instructions	37
1.11	Document controls	38
1.12	Un-installing the Safeguard Viewer	38
1.13	Upgrading the Viewer	39
1.14	Troubleshooting.....	39

1.1 Introduction

Safeguard Secure PDF Viewer enables you to view protected PDF files that have been published in .PDC format.

Safeguard Viewer is a standalone application that controls what you can do with protected PDF files (for example how long you can view them for, etc.). These document controls are set by the publisher of the document and cannot be altered by yourself.

1.2 Pre-requisites

1. Safeguard Viewer supports Android 6.0 (Marshmallow) and above
2. The Viewer will NOT run:
 - in an Android emulated environment
 - if USB debugging is on
 - on devices that have custom ROMs installed. Note: some cheaper tablets come loaded with custom ROMs by default and the Viewer will not work with these.

1.3 Getting Started

The document owner (publisher) will have sent you an email with details of how to install the Viewer and register (activate) your license.

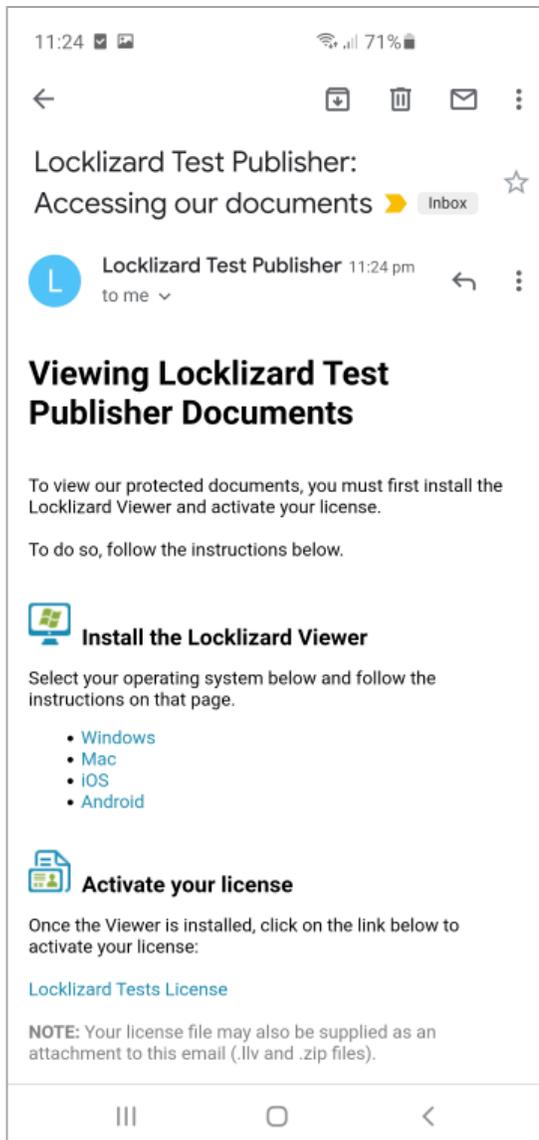


Diagram 1: Viewer Registration Email



NOTE: License File

If you do not receive this email, or your license file has not been sent to you by other means then contact the publisher. You cannot view Locklizard Secure PDF Files without first activating your license.

1.4 Installation

1. Make sure you have the latest updates installed for your Operating System.
2. Install the Safeguard Viewer app by downloading it from the Google Play Store.
3. Once downloaded, tap on the Safeguard Viewer icon to launch it.
4. After the install screen appears, press the NEXT and then the INSTALL button.
5. The application may ask you to allow it permissions to access your files (or more) – **make sure you award all permissions it requires.**
6. Once installed, a new app icon, Safeguard Viewer, will be displayed on the Home screen.

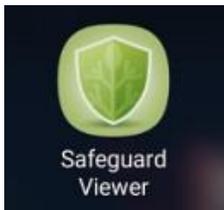


Diagram 2: Safeguard Viewer App

1.4.1 Manual APK file installation (no Play store access)

If you do not have access to Google Apps or the Play Store, you can download the PDCViewer.apk (the Setup file) directly, from the Locklizard web site.

1.5 Registration (license activation)

These instructions assume you have been emailed a link to a license (.llv file) or have been sent it by email.

For other methods of getting files onto your device see [Ways of adding documents/licenses to Safeguard Viewer](#).

1. Tap on the link to the license file (.llv file) in your email application.
2. Complete the action using your browser to download the license file.
3. Use the [Import File](#) option in the Safeguard Viewer to navigate to your Downloads folder and select the .llv file.
4. This will load it into the Safeguard Viewer Downloads folder.

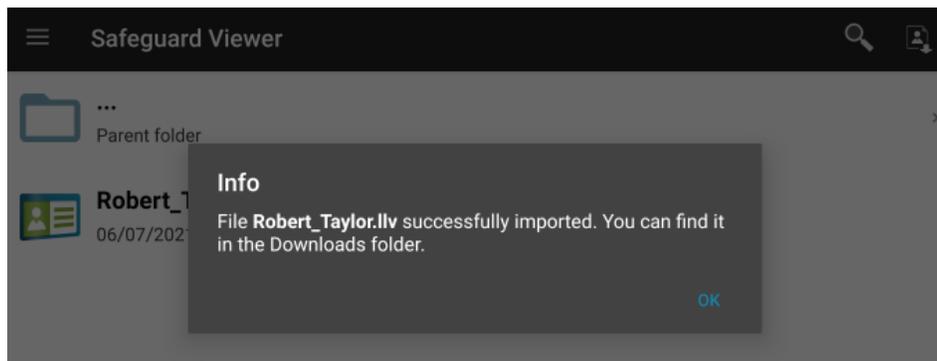


Diagram 3: Safeguard Viewer library

5. Tap on the .llv file in the Safeguard Viewer Downloads folder.

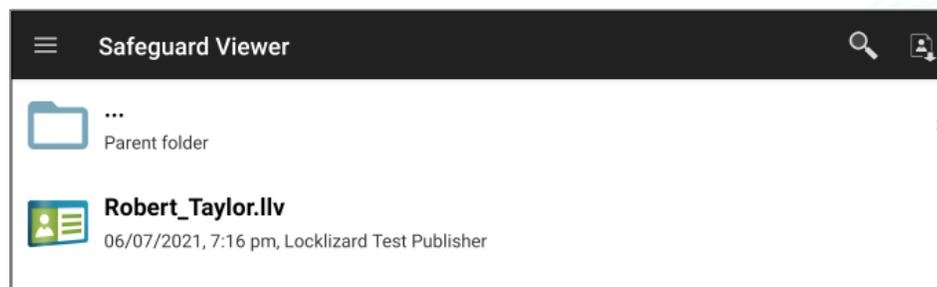


Diagram 4: License file

6. A message is displayed confirming successful registration.

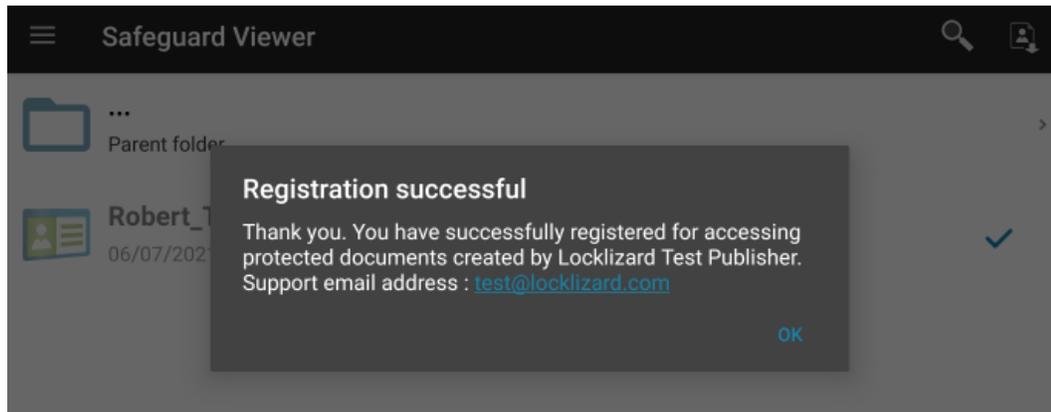


Diagram 5: Registration successful message

7. The license is greyed out to show it has been activated (registered).

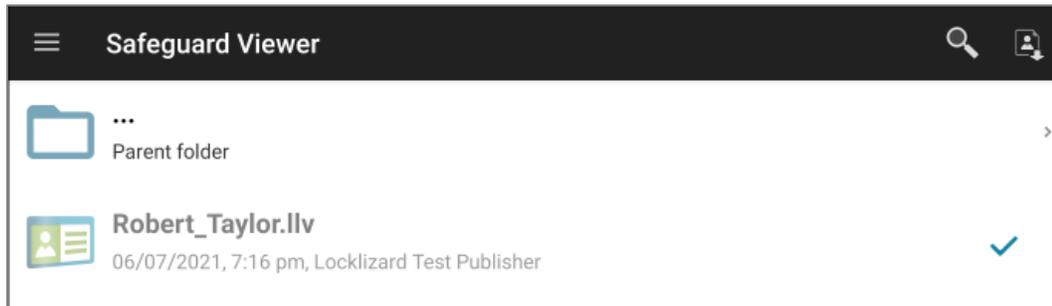


Diagram 6: Activated license

1.6 Opening protected documents

These instructions assume you have been emailed a link to a PDC file or have been sent it by email. For other methods of getting files onto your device see [Ways of adding documents/licenses to Safeguard Viewer](#).

1. Tap on the link to the PDC file attachment and press the SAVE button (or save it directly, if it was attached to the email).

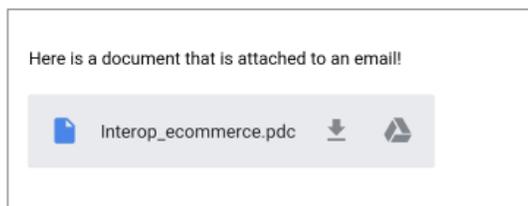


Diagram 7: PDC file email attachment

2. Tap on the document in the location you downloaded it to. This will load it into the Safeguard Viewer Downloads folder.

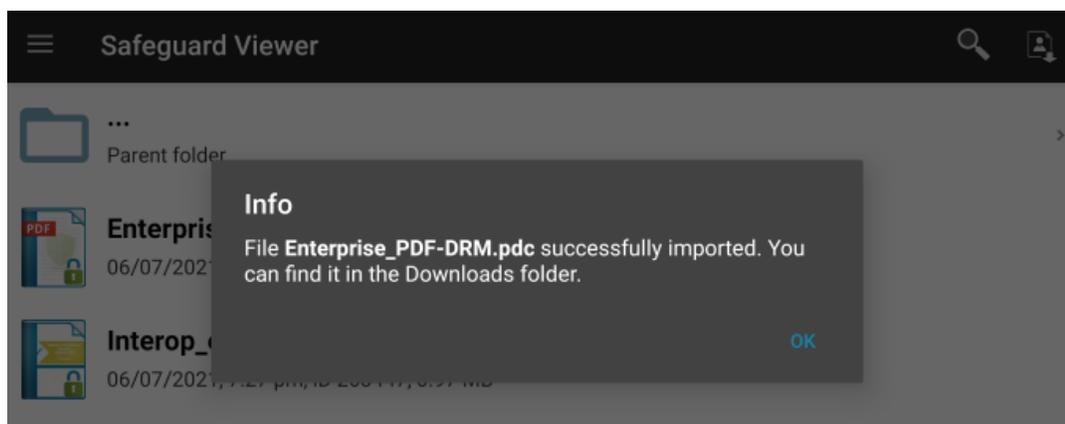


Diagram 8: PDC file imported into Downloads folder

3. Tap on the .pdc document to open it. The protected document (PDC file) will open in the Viewer as shown below.

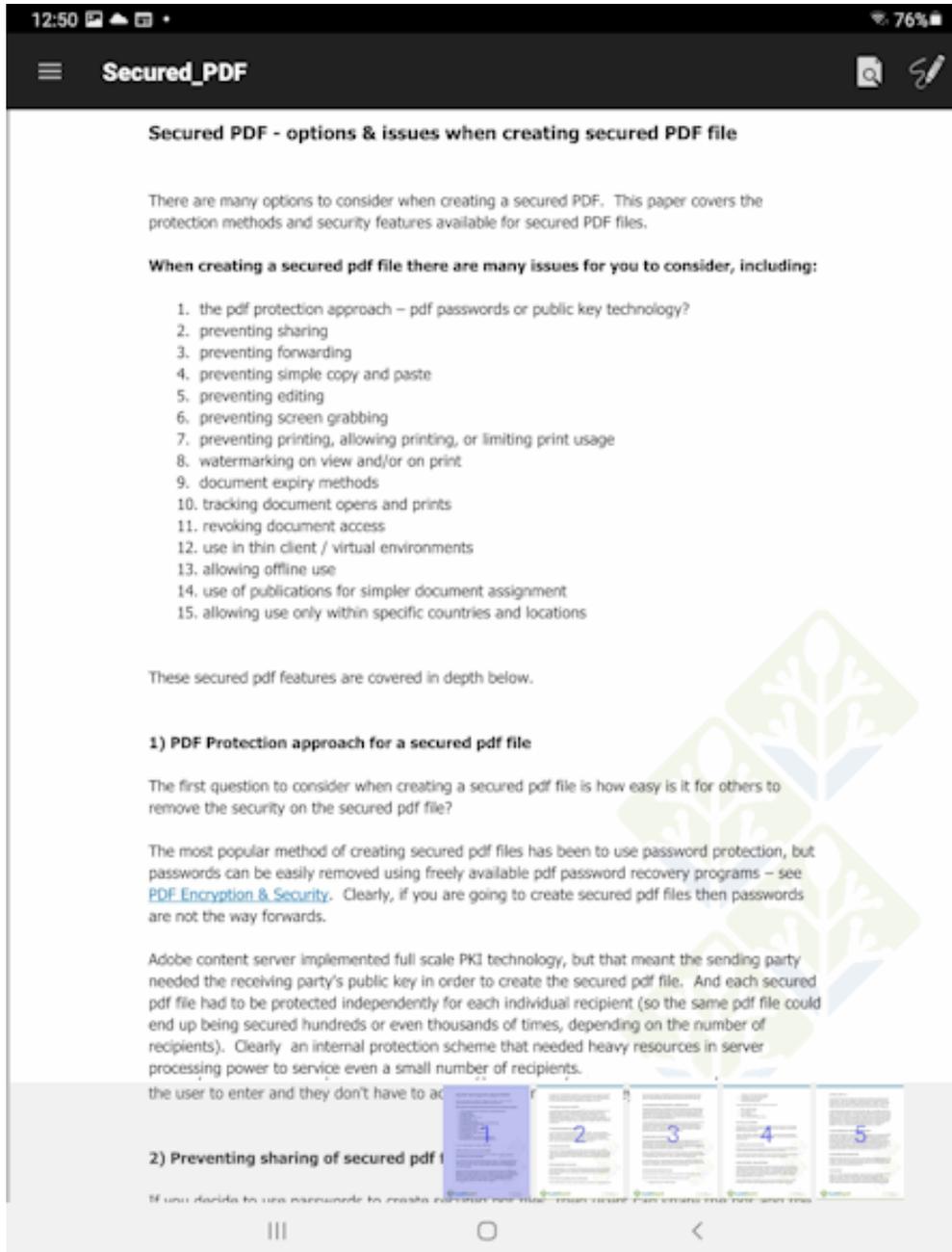


Diagram 9: Opened document

4. If the document does not open refer to the [Locklizard Knowledgebase](#).



NOTE: License Activation

If you try and open a document before you have registered (activated your license) the following message will be displayed:

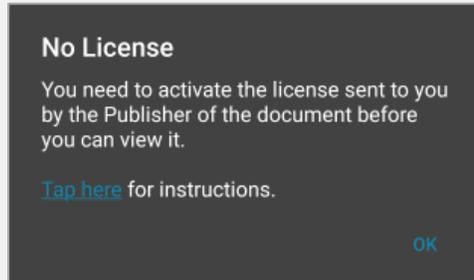


Diagram 10: Error message if you have not activated your license

Refer to Registration (license activation) above to register a license.

1.6.1 Navigating around a document

When the toolbar is displayed a page scroller is also shown at the bottom of the document enabling you to quickly navigate to a page.

Select a thumbnail to go to that page in the document.



Diagram 11: Page thumbnail display

1.6.2 Closing a document

To close a document, press the back button  at the bottom of the screen.

This will take you back to the Safeguard Viewer library.

1.7 Safeguard Viewer Toolbar

The Toolbar is displayed when you open a document.



Diagram 12: Document Toolbar

- To hide the Toolbar tap once on the document.
- To reveal the Toolbar tap on the document again.
- The toolbar can be set to be permanently displayed when a document is loaded (so it does not hide when the document is tapped) by selecting the 'Always Show Toolbar' option from the Safeguard Viewer Settings menu.

1.7.1.1 *Toggling toolbar and thumbnails scroller*

You can long tap anywhere on a document page for a popup menu with options for search, bookmarks, document info and table of contents. This is useful when the option to always show the toolbar is set to on in order to manually override the showing/hiding of the toolbar.

1.7.2 Toolbar Menu Options

-  Navigation Drawer
-  Search for text
-  Annotate text
-  Bookmarks

1.7.3 Navigation Drawer Options

You can open the navigation drawer (left menu) by:

- swiping right from the left edge of the screen
- selecting  in the top left of the toolbar

To **close the navigation drawer** slide the menu back from right to left or tap anywhere outside it.

The following navigation menu options are available:

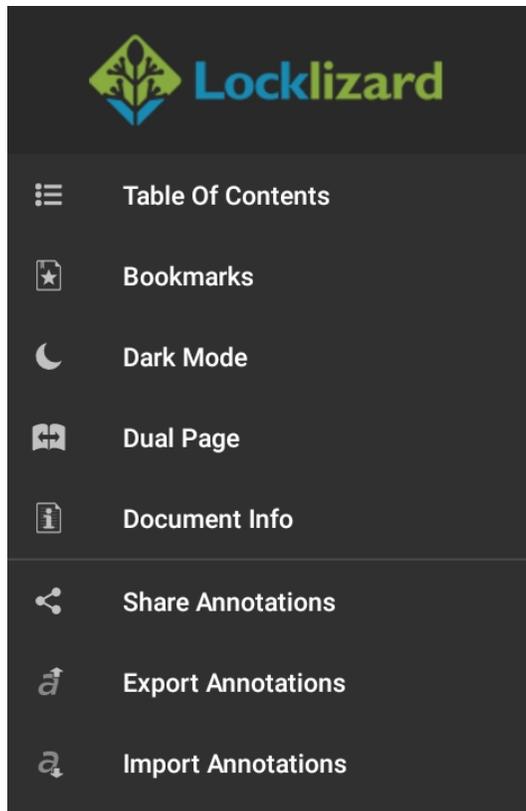


Diagram 13: Navigation Drawer

1.7.3.1 *Table of Contents*



This item is only available if the document contains a Table of Contents.

1.7.3.2 Bookmarks



Add and display bookmarks.

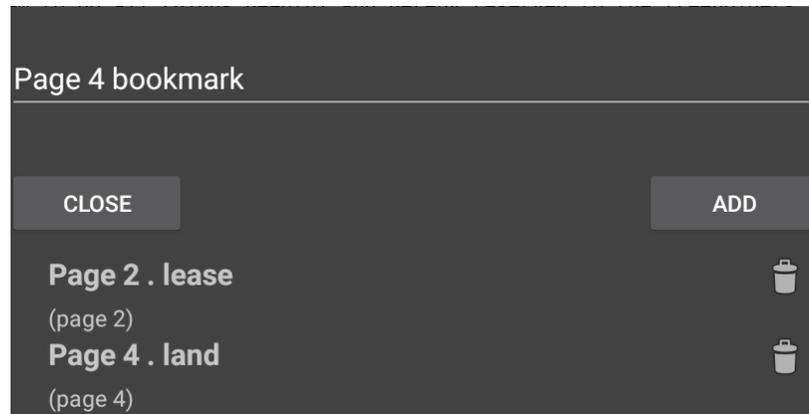


Diagram 14: Bookmarks

- To **add** a bookmark, edit the name (optional) and press the  button
- Click on an entry to take you to a bookmark you have previously added
- To **remove** a bookmark select the  button next to the bookmark name
- To **exit** bookmarks press the  button

1.7.3.3 Dark Mode



Toggle dark mode on and off. If Dark mode is enabled then select Light mode to turn it off.

NOTE: dark mode inverts the colours of the document being displayed (white will become black, green will become purple etc.). This might make some documents harder to read, so we advise using the option on a case-by-case basis.

1.7.3.4 Dual Page



View documents in single or two-page view.

1.7.3.5 *Document Info*



View information about the document & contact the document's owner (publisher).

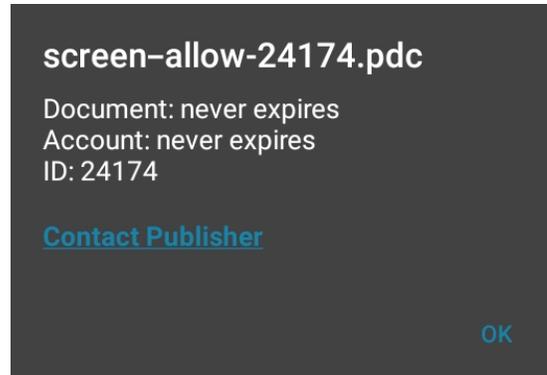


Diagram 15: Document Info

1.7.3.6 *Share Annotations*



Send annotations you have created for the document via the Android Share interface.

1.7.3.7 *Export Annotations*



Export annotations for the document to a separate (.pdaan) file.

1.7.3.8 *Import Annotations*



Import previously created annotations for the document from a .pdaan file.



NOTE: Importing Annotations

Annotations are specific to the Android Viewer.
You cannot use annotation files from the Safeguard Viewer for Windows, nor use ones created in the Android Viewer with the Windows Viewer.

1.7.4 Text Search

Search for text by selecting the  button.

The search bar then appears below the toolbar:



Diagram 16: Text Search

Enter the text you want to search for and then use the navigation buttons  to move forward and back through the document.

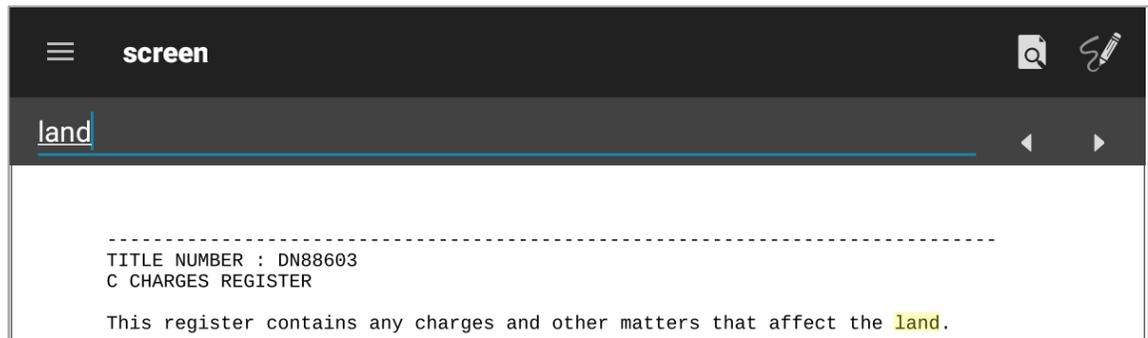


Diagram 17: Search term highlighted

As you move through the document the search term you entered is highlighted in yellow.

1.7.5 Annotations

You can create annotations in your documents to help highlight important information. To do this, select the  button.



Diagram 18: Annotations on a document

1.7.5.1 Undo Annotations



Undo the annotations you have created, one at a time.

1.7.5.2 Color Picker



Use this to set a custom colour for the annotation you want to add.

NOTE: select the colour before creating the annotation, as you cannot change an annotation after it has been added.

1.7.5.3 Close Annotations



Closes the annotations toolbar.

1.7.5.4 *Switching between annotation types*

Switch between annotation types via the bottom right menu. Tap the blue circle and choose the type you want to create from the pop-up menu.

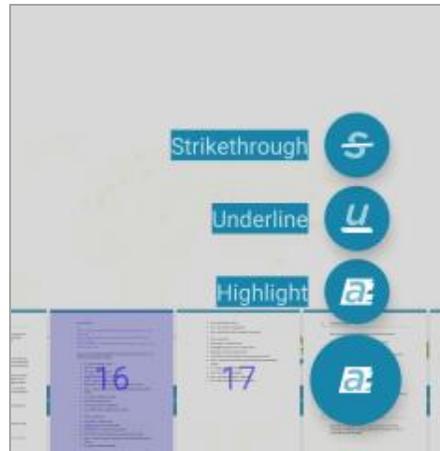


Diagram 19: Bottom-right menu with annotation types

The available annotations are as follows:

-  Highlight – this overlays a coloured rectangle over the selected text (identical to highlighting with a marker on paper). It is the default annotation type.
-  Underline – underlines the text you select
-  Strikethrough – strikes through the text you select

1.7.5.5 *Working with annotations*

This section provides a quick overview of how you might use annotations.

Example of use: You are preparing for an exam and want to mark certain sections in the document.

Highlight certain parts of the text

Tap the annotations button in the top right, after which you select the block(s) of text.

Highlight other parts of the text with a different colour

Tap the annotations button in the top right, then tap the colour picker button; after choosing a custom colour, select the blocks of text to be highlighted.

Underline certain paragraphs

Tap the annotations button in the top right (optionally, then tap the colour picker button to choose a custom colour). Then tap the blue button in the bottom right and choose the type of annotation you want to create, then select the text to be underlined.

The same applies to strikethrough annotations.

Share annotations with a colleague

Tap the annotation button in the top right, then swipe right from the left edge of the screen to open the Navigation Drawer, select "Share Annotations" and use the Android Share menu to send the annotation file (.pdaan) for that document.

Your colleague can then open the document, swipe right from the left edge of the screen to open the Navigation Drawer and choose "Import Annotations. After browsing to the file's location, they just tap on it for the annotations to load. They can then add their own annotations via the methods described above, and share the updated version with you.

1.8 Safeguard Viewer Library

The The Safeguard Viewer library is displayed every time you launch the Safeguard Viewer app. Any .pdc or .llv files you upload to your device are stored in the Safeguard Viewer library.

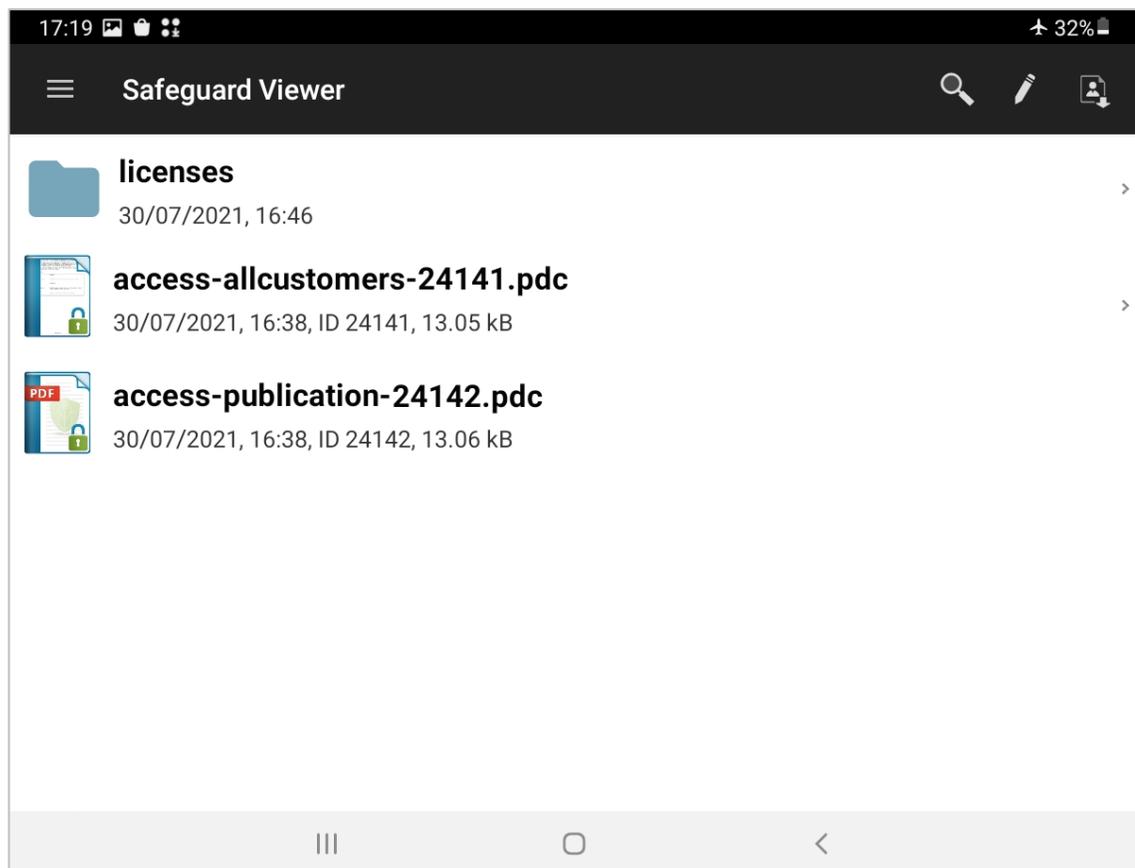


Diagram 20: Viewer Library

If you long tap on a filename or folder then a menu will appear enabling you to delete, rename, or move the document.

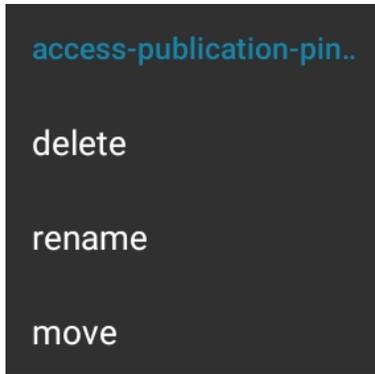


Diagram 21: Long tap file/folder menu options

After opening a document, its first page will be displayed inside the document's icon (in the library interface).

1.8.1 Toolbar Options

The Toolbar is displayed at the top of the library.

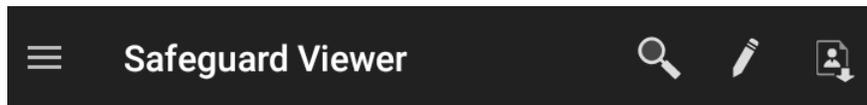


Diagram 22: Library Toolbar

1.8.1.1 Search



Search for files in the Safeguard library (includes sub-folders).

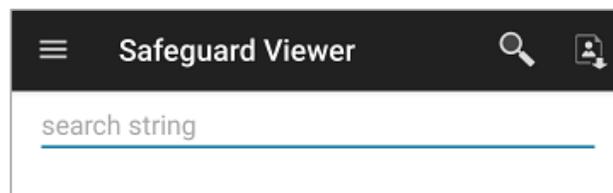


Diagram 23: File Search

Tap on the 'search string' text to enter your search text. Your search entry is automatically filtered as you type.

Press the back button  at the bottom of the screen to exit the search interface.

1.8.1.2 *Edit*



Here you can select multiple files to delete or move to another folder.

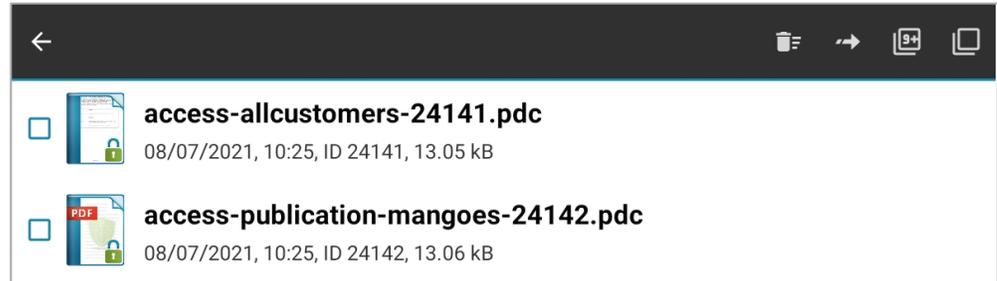


Diagram 25: Edit selection

Check the boxes to the left of the document/licenses icons to select individual files or use the 'select all files' button from the toolbar.



select all files



de-select all files



delete selected files



move selected files to another folder

1.8.1.3 *Import*



Import document or license – browse to the location where you downloaded or copied license files and documents to, and import them one by one.

See also [Ways of adding documents/licenses to Safeguard Viewer.](#)

1.8.2 Navigation Drawer Options

You can open the navigation drawer (left menu) by:

- swiping right from the left edge of the screen
- tapping  in the top left of the toolbar

To **close the navigation drawer** slide the menu back from right to left or tap anywhere outside it.



NOTE: Navigation Drawer Availability and File Search

The navigation drawer is not available while the search interface is on screen.

To open the navigation drawer exit search first.

The following navigation menu options are available:

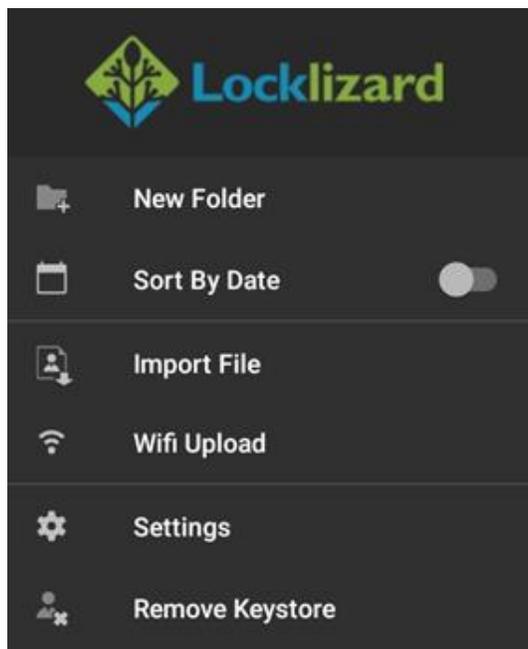


Diagram 24: Library Navigation Drawer menu

1.8.2.1 *New Folder*



Creates a folder.

See [Folders](#) for information on adding, deleting, renaming and moving folders.

1.8.2.2 *Sort by Date*



Organizes files by the date and time they were added to the Safeguard Library, from newest to oldest.

1.8.2.3 *Import File*



Import documents and license files – browse to the location where you downloaded or copied license files and documents to, select multiple files, and import them.

1.8.2.4 *Wifi Upload*



Upload files (licenses & documents) from your computer directly to the Safeguard Library.

1.8.2.5 *Settings*



Displays the Safeguard Viewer settings screen.

1.8.2.6 *Remove Keystore*



Removes all registered licenses from the device.

1.8.3 Folders

PDC documents and licenses are stored in the Safeguard library in folders.

On Wi-fi upload, all files are stored in the root folder.

If you import/transfer documents and license files from third-party apps (Gmail or other email applications, Dropbox etc.) these will be stored in a specific folder created by the system called 'Downloads'. If you delete the Downloads folder it will be created again when documents and/or licenses are imported from third-party apps.

You create new folders and move documents and licenses that you have imported into them.

1.8.3.1 *Adding folders*

To add a new folder, tap the  button in the navigation drawer menu and enter the folder name in the dialog box.

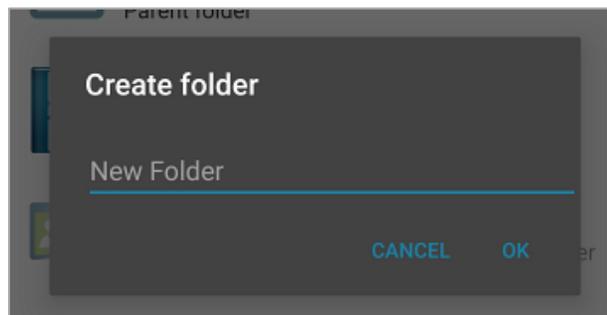


Diagram 25: New Folder

1.8.3.2 *Moving files into folders*

1. Tap the  Edit button in the navigation drawer.
2. Tap the files or folders you want to move.
3. Tap the  button.
4. Tap the destination folder from the pop-up window.

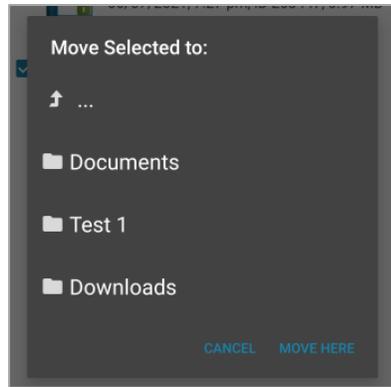


Diagram 26: Moving files into folders

5. To quickly move a single file/folder, long tap on it. When the menu appears, select the move option.

1.8.3.3 *Renaming files and folders*

Long tap on a file/folder to rename it. When the menu appears, select the rename option.

1.8.3.4 *Deleting files and folders*

- **Deleting individual files & folders**

Long tap on the filename and select the delete option.

- **Deleting multiple/all files & folders**

1. Tap the  Edit button in the navigation drawer.
2. Tap the files or folders to delete. You can select all files (or deselect them) by tapping the button in the top right of the screen.

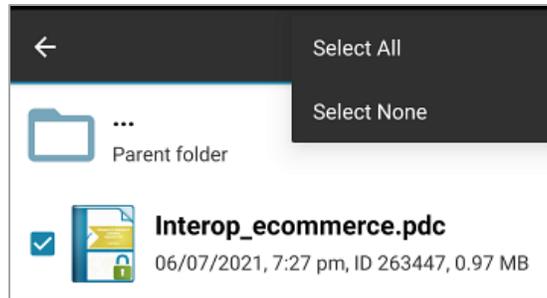


Diagram 27: Selecting all files

3. Tap the  button.
4. Confirm deletion by selecting 'Yes' from the pop-up window.

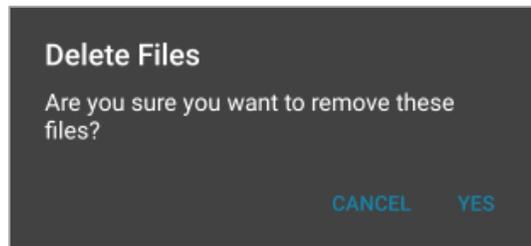


Diagram 28: Deleting files



NOTE: Deleting Folders

Deleting a folder will delete all files within that folder.

1.9 Safeguard Viewer Settings menu

From the Settings menu you can change Safeguard Viewer program settings.

To change settings, select the navigation drawer  menu in the top left of the Safeguard Viewer library.

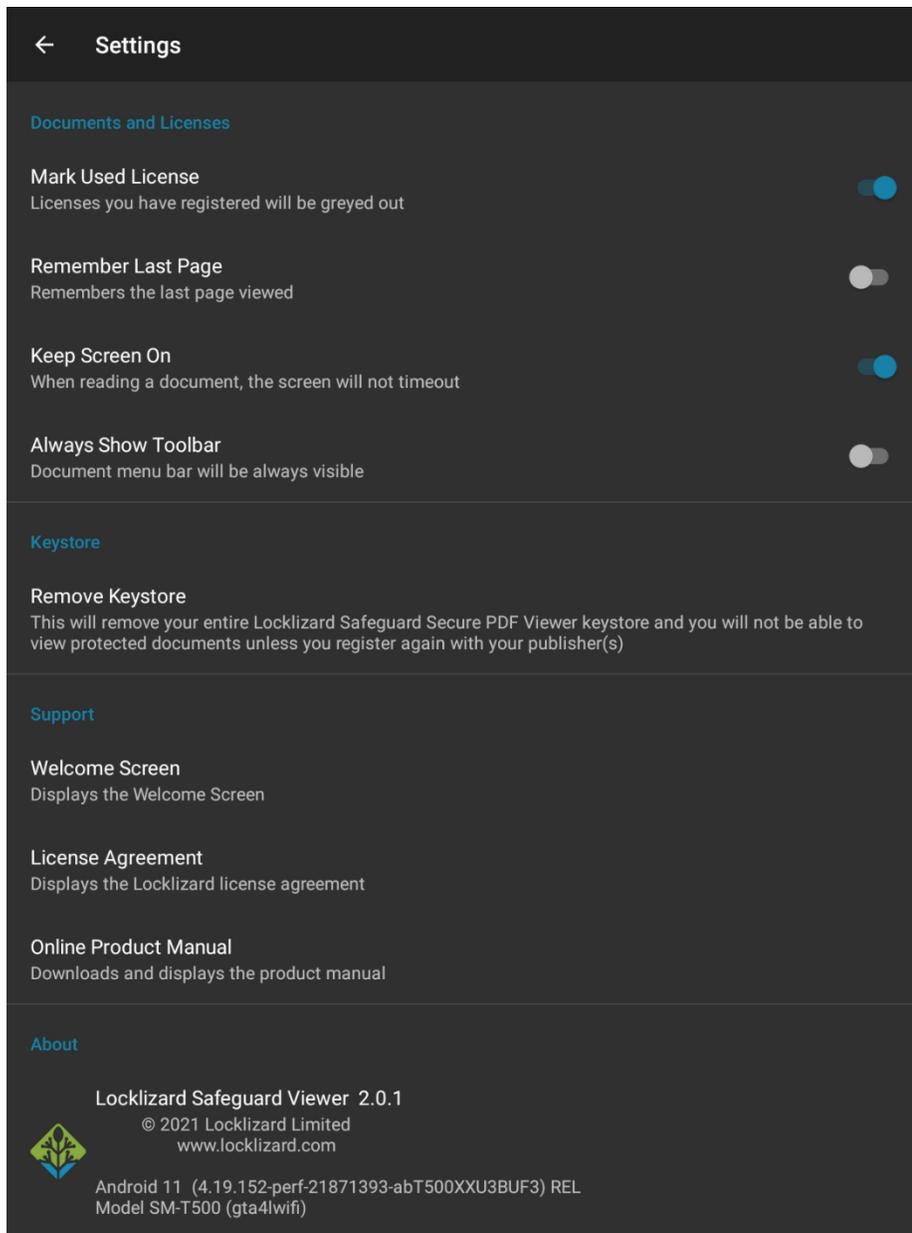


Diagram 29: Safeguard Viewer settings menu

The following options are ON by default:

- Mark used license
- Keep screen on

1.9.1.1 *Mark used license*

Licenses you have activated (registered) will be greyed out and have a check mark next to their name.

1.9.1.2 *Remember last page*

Remembers the last page viewed. Next time you open the document it will open at that page.

1.9.1.3 *Keep screen on*

When reading a document the screen will not standby/dim and turn off, it will stay on so you can read without any interventions.

1.9.1.4 *Always show toolbar*

The document toolbar will always be displayed when a document is loaded.

You might want to select this option if you find it difficult to get the toolbar to display when tapping on a document.

1.9.1.5 *Remove Keystore*

Deletes the Viewer keystore.

You might want to use this feature if the document publisher tells you they have extended your account or document expiry date but this information is not being picked up by the Viewer.

- If you use this option you will have to register again to access documents. Any licenses you have uploaded into the Viewer library will be marked as unused - you have to tap on each license in order to register it again.
- Any bookmarks you have created will be lost.

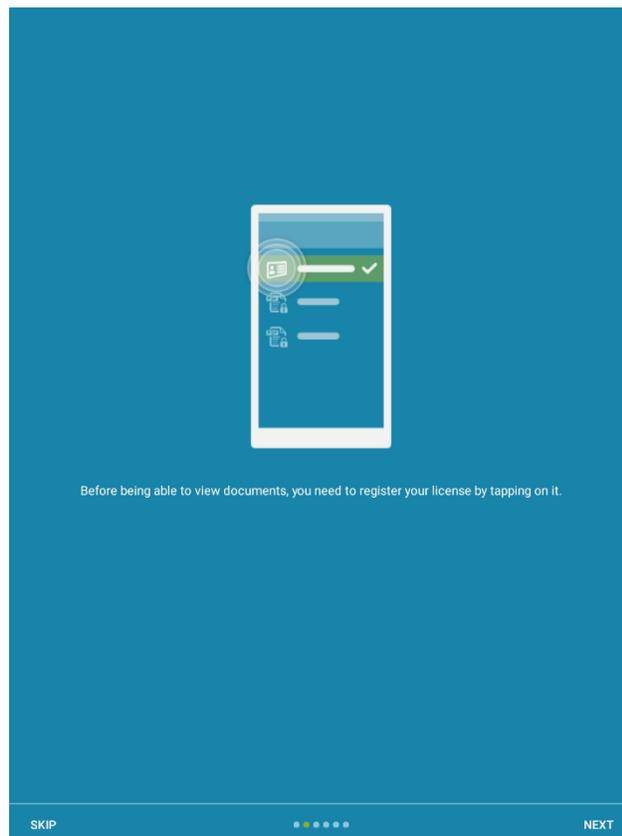
- Any last pages remembered (Settings menu > Remember Last Page) will be lost, so documents will now open again at page 1.

1.9.1.6 *License Agreement*

Displays the Locklizard license agreement.

1.9.1.7 *Welcome Screen*

Displays the Locklizard welcome screen - a quick getting started guide.



1.9.1.8 *Online product manual*

Displays this manual.

1.9.1.9 *About*

Displays the app name, its version number, your Android version and device name.

1.10 Ways of adding documents/licenses to Safeguard Viewer

These instructions for items 3-5 assume you already have protected PDF files (.pdc files) and licenses (.llv files) on your computer or LAN.

1.10.1 Email

License files (.llv files) and PDC files which have been sent as attachments by email must be first saved to your device.

You then must use the Import Files option to load them into the Safeguard Viewer library Downloads folder.

1.10.2 Web Site Link

Tap on a link to an llv or PDC file on a web page.

Once downloaded, tap on the file to load it into the Safeguard Viewer library Downloads folder.

1.10.3 Import Files

Use this option to import multiple files in one go.

1. With your device connected to your computer via USB, copy the files across.
2. Once the files are on the device select the 'Import File' option from the Safeguard navigation drawer (left menu).



Diagram 30: Import file option

3. This will display the default Android File Explorer interface.
4. Navigate to the folder you want to import the files from and then press the **ALLOW ACCESS TO 'FOLDER NAME'** button at the bottom of the screen and confirm.

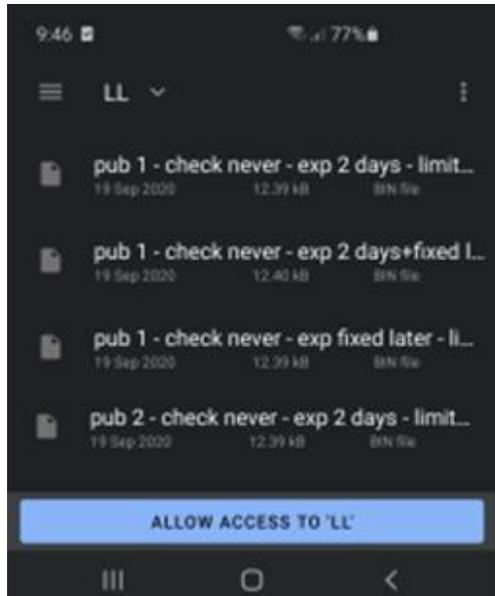


Diagram 31: File import

1.10.4 Wi-Fi upload

You can upload PDC files and licenses to your device via your local Wi-Fi network, if your computer and Android device are both connected to the same network.

Select the  button to start the Wi-Fi Upload process.

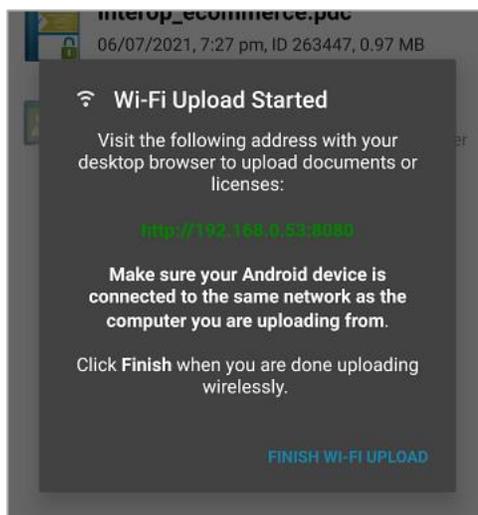


Diagram 32: Wi-Fi upload

A message is displayed asking you to connect with your computer browser to a local address (e.g. <http://192.168.0.53:8080>). On your computer, open your browser and navigate to that address.

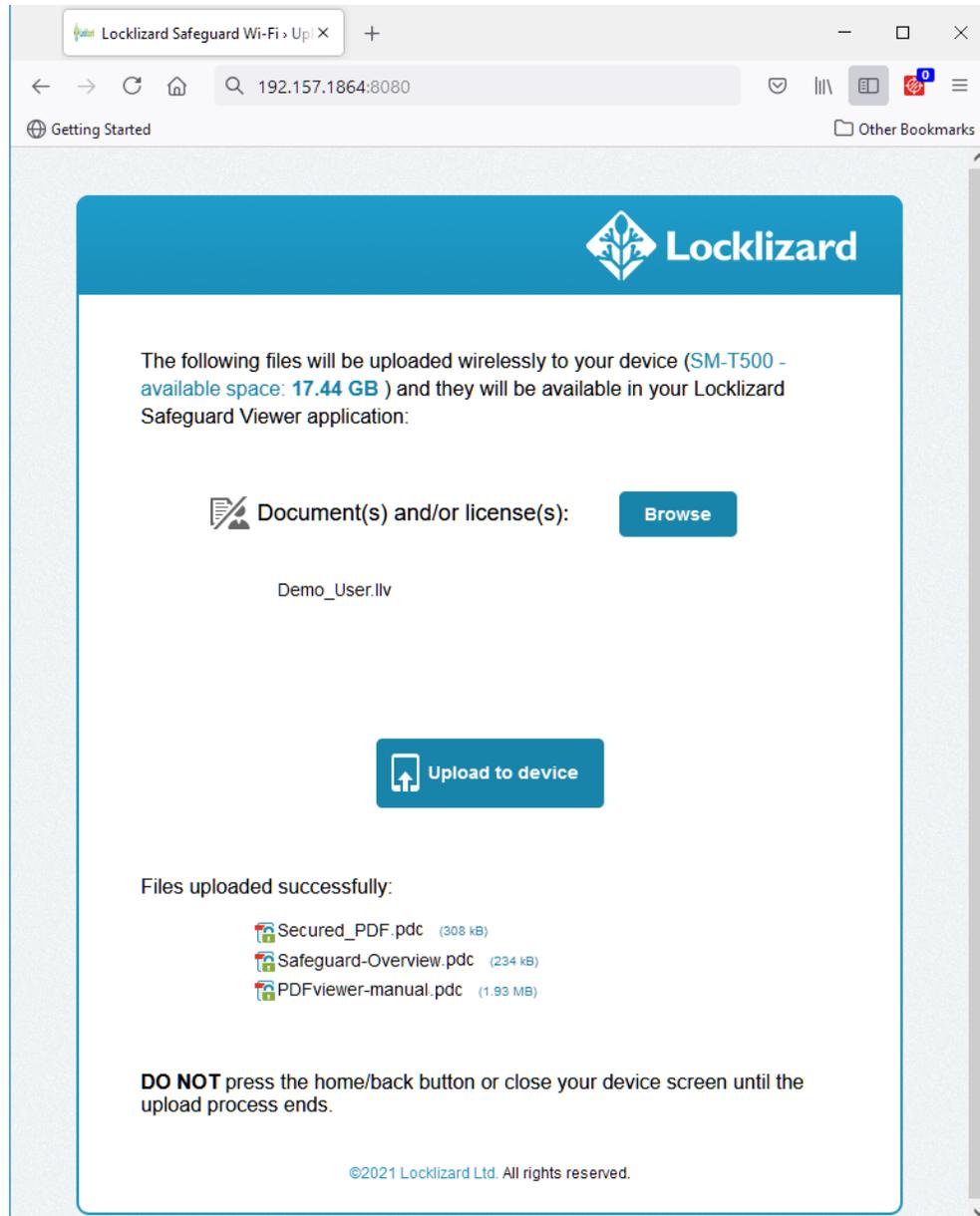


Diagram 33: Wi-Fi upload page

You will see a web page with an upload option - select the license(s) and document(s) from your computer and click "Upload to device".

Tap the “Finish Wi-Fi Upload” button in Safeguard Viewer when you are done to finish the upload process.



NOTE: Wi-fi Upload

Your computer must be connected to the same Wi-Fi network as your Android device.

1.10.5 Cloud file storage (i.e. Dropbox, Microsoft OneDrive, etc.)

Install a cloud file storage system on your computer and your Android device and follow the instructions to synchronize files between devices.

1.10.5.1 *Dropbox instructions*

One way of transferring files from a PC or Mac computer to your Android device is to use an application known as Dropbox. This creates a ‘cloud’ file storage system that allows you to upload files, movies, pictures and so on, that you can share across your account or also with other people. You can use it to make PDC files and licenses downloaded onto your PC/Mac available to upload to your Android device.

To do this you need to download the Dropbox application onto your Android device, and that means setting up an account with Dropbox. Dropbox may be found in the Google Play Store or at <https://www.dropbox.com/>.

Once you have installed Dropbox on your device, you must then download the Dropbox application onto either the PC or Mac, and log on to the account that you created. That links the accounts together. As soon as you have done that, the Dropbox app will open a virtual folder where you can drop files to be synchronised between the PC and your Android device. So, from the PC end you can drop files into the Dropbox folder and they will become available to the Android device dynamically and vice-versa.

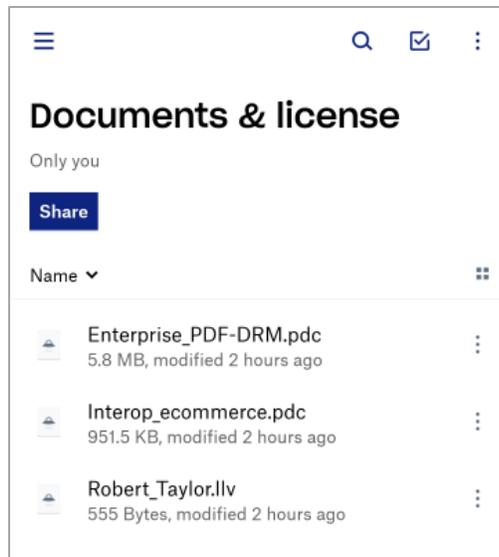


Diagram 34: Safeguard files in Dropbox

License Files (.llv): Tap the .llv file in Dropbox. This will display the following dialog:

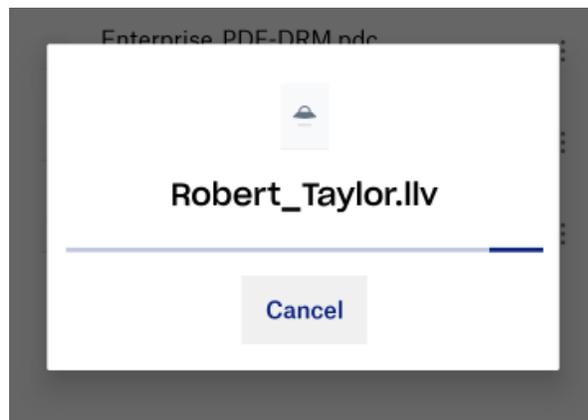


Diagram 35: Adding license files from Dropbox

The Safeguard Viewer will pop up and inform you that the license was successfully imported into the Downloads folder. The license will then be added to the Safeguard Viewer library Downloads folder.

Secure PDF Files (.pdc): Same as with licenses, just tap the .pdc file in Dropbox. The document will then be added to the Safeguard Viewer library Downloads folder.



NOTE: Application Selection

Sometimes, Android will ask what application you would like to use to open document or license files – in this case, select the Safeguard Viewer app in the list and then the 'Always' button.

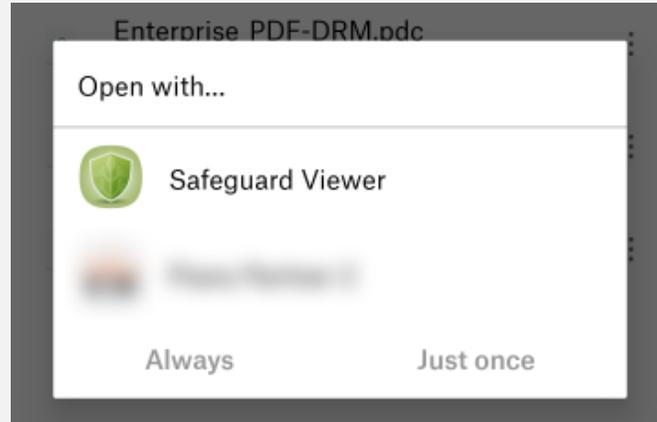


Diagram 36: Open with... dialog in Android

1.10.5.2 *OneDrive instructions*

Select the license file or document and then the Open In menu option.

Then select the More menu options and swipe across to select 'Copy to Safeguard Viewer'.

1.11 Document controls

Document controls are set by the publisher (document owner) and cannot be changed.

To view controls applied open a document in the Safeguard viewer, then either:

- long tap and select **document info** from the menu
- select the navigation drawer menu and tap on the  Document Info option

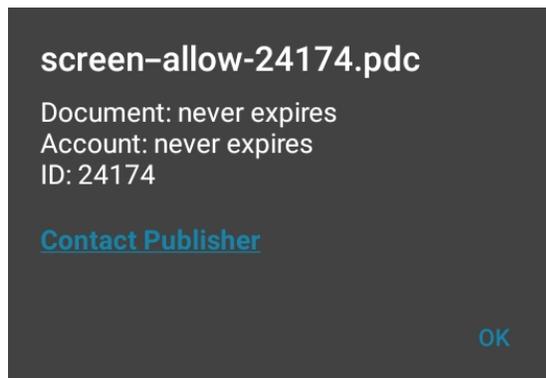


Diagram 37: Document Info

1.12 Un-installing the Safeguard Viewer

Uninstalling the Safeguard Viewer removes the application, the Document and License library, the Viewer keystore and cache data.

1. Tap the All Apps icon in the tray.
2. Find the Safeguard Viewer application and long-press it.
3. In the menu that appears, choose the Uninstall option.
4. Confirm the action by selecting OK.

1.13 Upgrading the Viewer

You can manually update the Safeguard Viewer if Google Play Store is not set to automatically update all of your applications.

To manually update the Safeguard Viewer application, launch the Google Play Store, and search for “Safeguard Viewer”.

In the application screen tap the Update button. The newer version will be installed and all documents, folders and license registrations will be kept.

1.14 Troubleshooting

For specific issues visit our [support knowledgebase](#).

Search for the **keyword** in an error message rather than a string of text. For any items not covered here you must consult the publisher of the document.