



Quick Guide

Foxit® MobilePDF

For Windows

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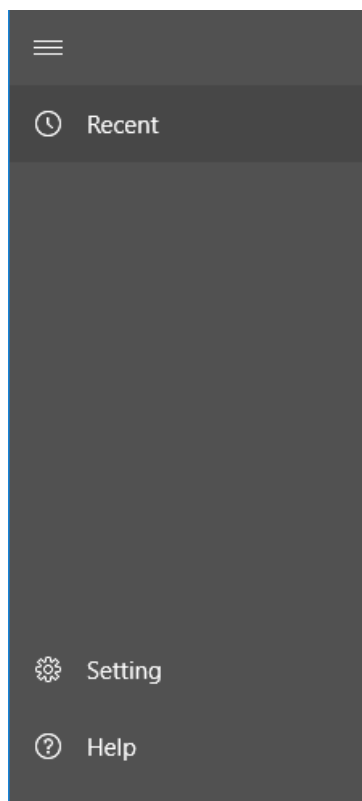
Chapter 1 Get Started

Foxit MobilePDF is a free and easy-to-use PDF reader for users to view and work with PDF documents on Windows 10 PCs, tablets, and smartphones. Please follow the simple steps below to get familiar with Foxit MobilePDF:

- [Expand and Collapse the Tool Switcher](#)
- [Find a PDF File](#)
- [Show the Toolbar](#)


Expand and Collapse the Tool Switcher

The Tool Switcher is a flexible panel located on the left side of the Home page in Foxit MobilePDF. With the Tool Switcher, you can open a PDF file, configure settings in Foxit MobilePDF, and get help on using Foxit MobilePDF. You can tap/select  or  to expand or collapse the Tool Switcher.






Find a PDF File

From the Home page of Foxit MobilePDF, you can find and open a PDF file from the following location:

- Recent: List the recently opened PDF files. Tap/click  to find more PDF files on your device.

You can enhance your viewing experience with the following tools:

- Thumb : Display the PDF files in thumbnails for better file recognition. While in Thumbnail view, you can tap/click  to return to the List view.
- Clear : Clear the recent files list.

Show the Toolbar

The toolbar usually floats at the top (for Windows 10 based tablets and PCs) or the bottom (for Windows 10 based phones) of the document pane. It will be hidden automatically when you are reading the PDF file. You can tap or right click anywhere on the document to bring it up.

Chapter 2 View and Work with PDF Files



Foxit MobilePDF provides an easy solution for viewing and working with PDF files. When you have a PDF file opened, Foxit MobilePDF allows you to adjust the PDF's view settings for enhanced reading experience. While reading a document, you can quickly and easily navigate between the PDF file by using bookmarks, page numbers, links, or the search tool. For collaboration purposes, you can easily share PDF files or screenshots with others.

Open a PDF File



You can open a PDF file from the following locations:

- [Local Disks](#)
- [OneDrive Service](#)
- [Recent List](#)

Open a PDF File from the Local Disks

1. Open Foxit MobilePDF;
2. Tap/click  on the lower right corner in the **Recent** tab;
 - On phones: Tap **This Device** > select the PDF file > tap ;
 - On tablets/PCs: In the **Open** dialog box, select the PDF file, and tap/click **Open**.

Open a PDF File from the OneDrive Service




1. Open Foxit MobilePDF;
2. Tap/click  on the lower right corner in the **Recent** tab;
 - On phones: Tap **OneDrive** > select the PDF file > tap ;
 - On tablets/PCs: In the **Open** dialog box, choose **OneDrive** > select the PDF file > tap/click **Open**.

Open a Recently Viewed PDF File

1. Open Foxit MobilePDF;
2. Tap/click the PDF file that you want to open in the Recent file list.


Save the PDF File

You can save the PDF file after modifying it with the following steps:



1. On the document pane, tap/click  on the toolbar;
2. Choose **Save** to save the changes and overwrite the existing file;
3. Otherwise, choose **Save as** to save the file as a copy:
 - On phones: Tap **This Device** or **OneDrive** > select a folder > tap  > input the file name > tap .
 - On tablets/PCs: In the **Save As** dialog box, select a folder > input the file name > tap/click **Save**.

Share the PDF File or Screenshot

To share the PDF file:


1. On the document pane, tap/click  on the toolbar;
2. Tap/click **Share**;
3. Choose the sharing application;
4. Follow the instructions on the screen to complete sharing.

To share the screenshot (available in tablets and PCs only):

1. On the document pane, tap/click  on the toolbar;
2. Tap/click **Share**;
3. Tap/click  to open the pull-down list;
4. Choose **Screenshot**;
5. Choose the sharing application;
6. Follow the instructions on the screen to complete sharing.

Foxit MobilePDF will capture and share the current view of your opened PDF file to the selected sharing application.

View the Document Properties




1. On the document pane, tap/click  on the toolbar;
2. Tap/click **Document properties**.

Adjust PDF Views

While reading a PDF file, you can enhance your PDF viewing with the following:

- [Page Display Mode Settings](#)
- [Night Mode](#)
- [Rotate View Settings](#)
- [Zoom In and Zoom Out Settings](#)

Page Display Mode Settings

1. Tap/click  on the toolbar;
2. Choose an option:
 - Single : Display one page at a time. On tablets and phones, you can swipe left or right to change pages. For PCs, just scroll up or down to change pages.
 - Continuous : Display the pages in a continuous vertical column. On tablets and phones, you can swipe up or down to change pages. For PCs, just scroll up or down to change pages.

Night Mode



Night Mode allows easier reading in low light conditions by inverting black and white in your documents, which helps you relieve eye strain as well as save the device's battery power.


To switch to Night Mode:

1. Tap/click  on the toolbar;
2. Tap/click .

If you need to switch back to Day Mode, tap/click  on the toolbar again, and choose .

Rotate View Settings



1. Tap/click  on the toolbar;
2. Tap/click  to rotate the page view clockwise by 90 degrees.

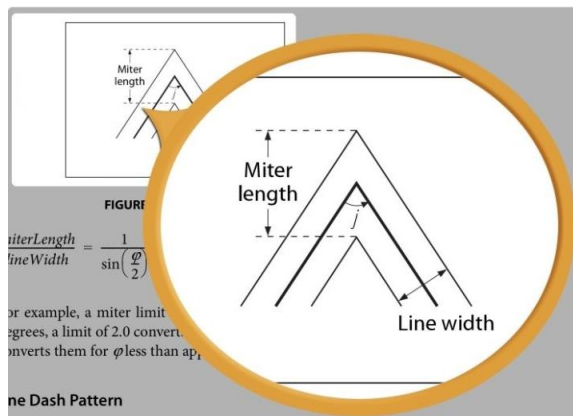
3. Tap/click  to rotate the page view counterclockwise by 90 degrees.

Note: Foxit MobilePDF allows you to rotate pages in 90-degree increments. Pages are rotated for viewing purposes only, and no changes to page orientation will be saved to the PDF files.

Zoom In and Zoom Out Settings

Choose one of the following to zoom in or out of the PDF file:

1. (For tablets and phones only) Use the two-finger pinch gesture;
2. (For tablets and PCs only) Tap/click  or  on the lower right corner of the PDF document pane. You can tap or right click anywhere on the document to bring up the tools if they are hidden.




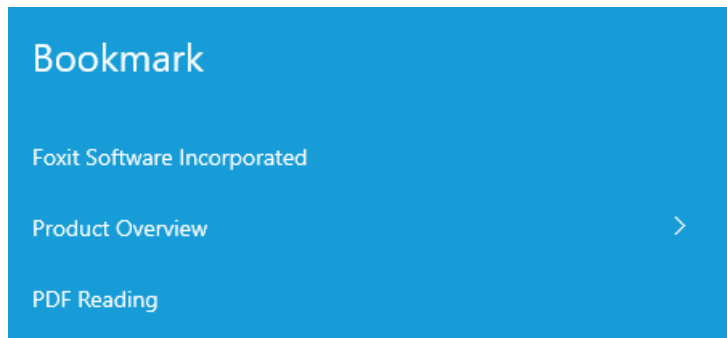
Navigate PDF Files

Jump to a Specific Chapter with Bookmark

If a PDF file contains bookmarks, the Bookmark icon will appear in the toolbar.


To jump to a specific chapter with the bookmark:

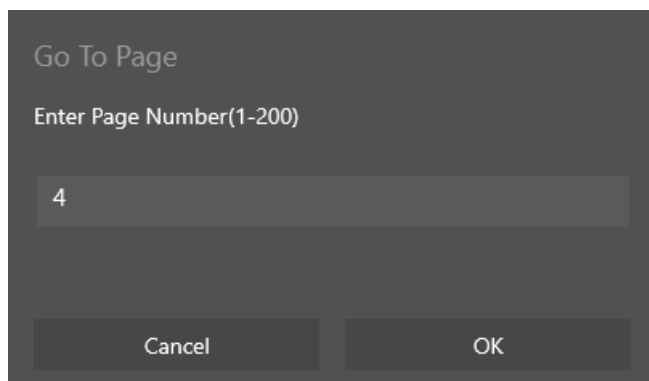
1. Tap/click  on the toolbar;
2. Navigate through the bookmarks by tapping or clicking them in order to jump to that specific chapter.



Jump to a Specific Page

If the PDF file contains four or more pages, you can jump to the specific page by indicating the page number. The steps are as follows:



1. Tap/click the page number indicator  on the document pane;
2. Enter the page number in the **Go To Page** dialog box;
3. Tap/click **OK**.








Jump to a Designated Location with Link

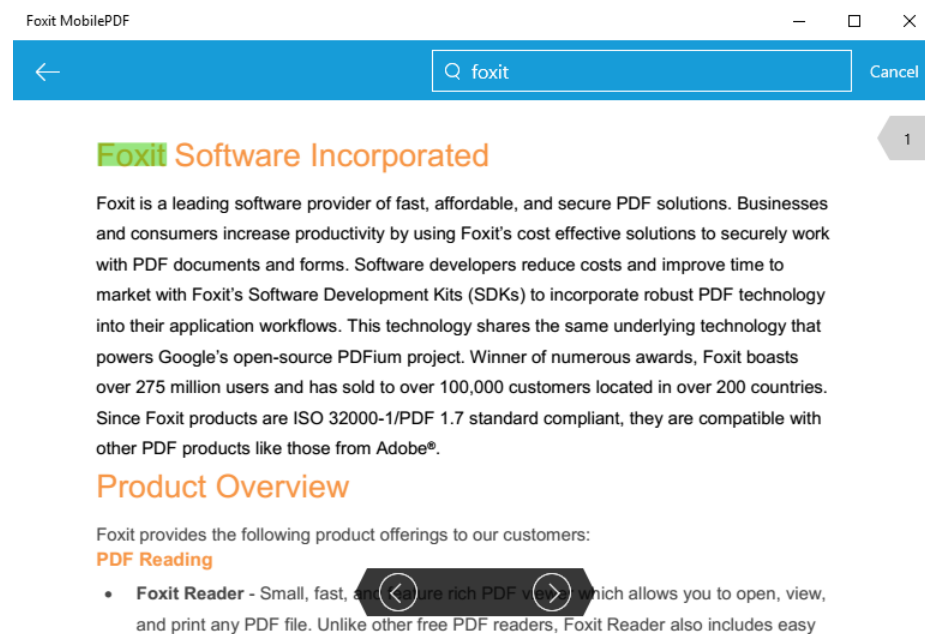
If the PDF file contains links, you can tap or click the link directly to jump to the designated location in the current document or website.

You can highlight the hyperlinks in PDF files for easy recognition with the following steps:

1. Tap/click **Setting** in the Tool Switcher;
Tip: On phones, you need to tap  on the Home page to open the Tool Switcher first.
2. Under the Highlight Hyperlink, tap/click .

Search and Find Text

1. Tap/click  on the toolbar;
2. Input the text in the search box;
3. Tap/click  on the keyboard;
4. Tap/click  or  at the bottom of the document pane to jump to the previous or next search result.
5. Tap/click  to clear the text;
6. Tap/click **Cancel** to cancel the search.




Chapter 3 Annotation

Foxit MobilePDF provides feature-rich annotation tools to help you comment on PDF files.

Set the Annotation Author Name

To help other readers recognize your annotations, you can follow the steps below to set your annotation identity.

1. Tap/click **Setting** in the Tool Switcher;


Tip: On phones, you need to tap  on the Home page to open the Tool Switcher first.

2. In the **Annotation Author** field, tap/click  to clear the field first, and then input a name.

Setting

Annotation Author



All annotations created by you will be tagged with the "Annotation Author" string.

Foxit 

Add an Annotation

Add a Text Markup

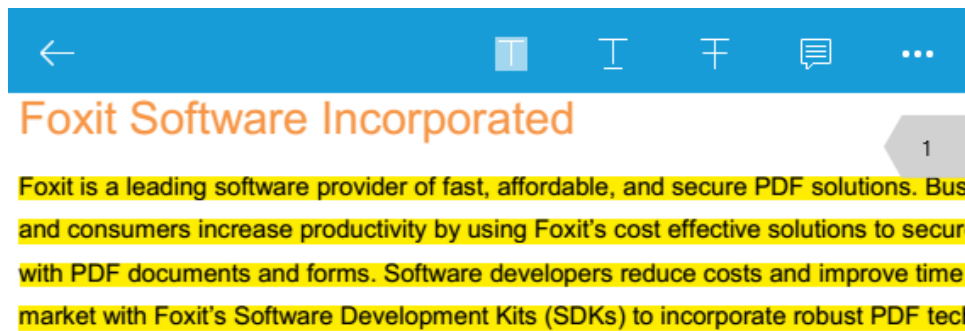
Highlight Text

1. Tap/click  on the toolbar;
2. Tap/click ;
3. Choose the color and opacity as desired from the toolbar;
4. Drag over the text to highlight the selected text;



To add a note to the highlighted text, proceed with the following steps:

1. Tap/click the highlighted text;
2. Tap/click **Note** in the pop-up menu;
3. Input the note in the pop-up window;

4. Tap/click **Create**.

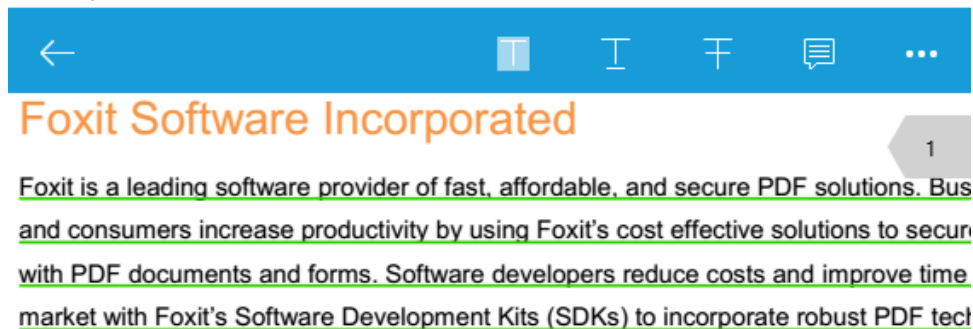


Underline Text



1. Tap/click  on the toolbar;
2. Tap/click ;
3. Choose the color and opacity as desired from the toolbar;
4. Drag over the text to underline the selected text;

To add a note to the underlined text, proceed with the following steps:

1. Tap/click the underlined text;
2. Tap/click **Note** in the pop-up menu;
3. Input the note in the pop-up window;
4. Tap/click **Create**.

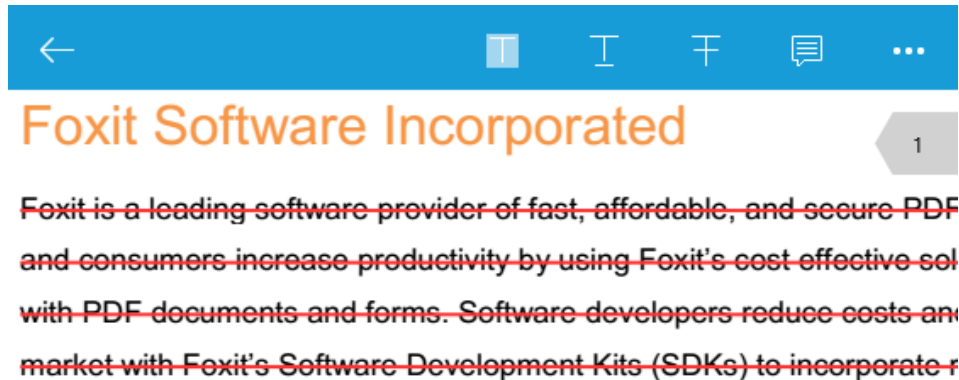


Strike Out Text




1. Tap/click  on the toolbar;
2. Tap/click ;
3. Choose the color and opacity as desired from the toolbar;
4. Drag over the text to strike out the selected text;

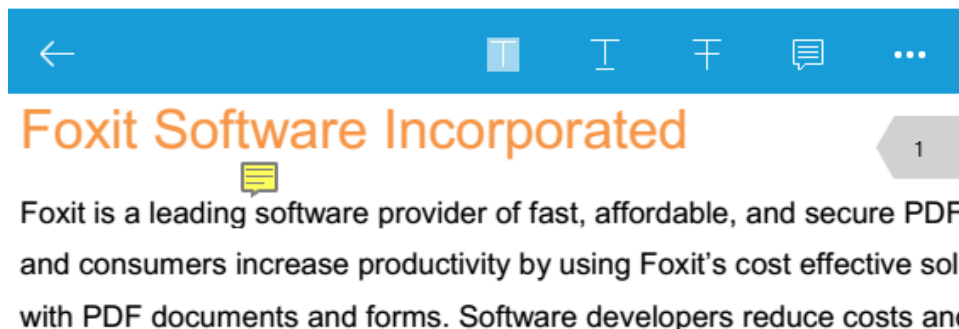
To add a note to the strikeout text, proceed with the following steps:

1. Tap/click the strikethrough text;
2. Tap/click **Note** in the pop-up menu;
3. Input the note in the pop-up window;
4. Tap/click **Create**.



Add a Note Comment

1. Tap/click  on the toolbar;
2. Choose ;
3. Tap/click  to choose a note style;
4. Tap/click on the document where you want to add the note comment;
5. Input the comment in the pop-up window;
6. Tap/click **Create**.



Tip: For quick access, select the text first, and then choose the commenting tool from the pop-up menu to highlight, strikethrough, underline, or add note comments to the selected text.


Change the Appearance of an Existing Annotation

For text markups:

1. Tap/click the annotation to bring up the pop-up menu;

2. Tap/click **Property** from the pop-up menu;
3. Choose the color or opacity as desired.

For note comments:

1. Tap/click the note comment;
2. Tap/click the note style icon (like ) on the toolbar;
3. Choose the desired note style.

Move an Annotation

1. On tablets and phones, tap and hold the annotation; On PCs, just select the annotation;
2. Drag it to the desired place.


Note: Only note comments can be moved.

Delete an Annotation

1. Tap/click the annotation;
2. Tap/click **Delete** from the pop-up menu or pop-up window.

Hide All the Annotations

1. Tap/click  on the toolbar;
2. Choose **Hide annotation**.

If you need to show the hidden annotations, tap/click  again, and choose **Show annotation**.

Contact Us

Feel free to contact us should you need any information or have any problems with our products.
We are always here, ready to serve you better.

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