User Manual
Foxit® PhantomPDF™
For Windows

Microsoft Partner
Gold Independent Software Vendor (ISV)

FOXIT CORPORATION LICENSE AGREEMENT FOR DESKTOP

SOFTWARE APPLICATIONS

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5.1. Term of Maintenance. Foxit agrees to provide Maintenance (as defined herein) to You pursuant to the terms and conditions set forth herein provided that You pay the Maintenance Fee for each Product for which Maintenance is desired and as further described in Section 5.4 below. Maintenance will be provided for a period of one year, unless otherwise agreed to by the parties in writing, from the date of purchase of the Product (the "Initial Support and Maintenance Term"), and with renewals, annually from the expiration date of the prior Support and Maintenance Term. Failure to renew annual maintenance may result in You having to purchase a new license in order to receive future versions of software and associated ongoing support and maintenance.

5.1.1. Maintenance Services. In exchange for the Maintenance Fee, Foxit agrees to provide to You during the term of this Agreement support and maintenance (collectively "Maintenance") as

follows:

5.1.1.1. Support: Foxit will provide email and telephone support to You for current versions of the Product. Foxit will investigate all of Your questions and problems promptly. You agree to provide adequate information to Foxit to assist in the investigation and to confirm that any problems have been resolved. Foxit does not provide guaranteed response time but will make good faith effort to answer emails and voice mails within twenty-four (24) hours or less during weekdays, excluding holidays.

5.1.1.2. Maintenance: Foxit will supply to You, at no additional charge, any improvements or modifications to the Product that Foxit makes generally available as a minor release such as: 2.1, 2.2, 2.3 etc. Any such improvements or modifications shall become part of the Product for all purposes of this Agreement.

5.1.1.3. You acknowledge and agree that the Maintenance to be provided by Foxit hereunder is limited to the most current version of the Product and the immediately preceding version.

5.2. Term of Upgrade Protection. Foxit agrees to provide Upgrade Protection (as defined herein) to You pursuant to the terms and conditions set forth herein provided that You pay the Upgrade Protection Fee for each Product for which Upgrade Protection is desired and as further described in Section 4.4 below. Upgrade Protection will be provided for a period of one year, unless otherwise agreed to by the parties in writing, from the date of purchase of the Product (the "Initial Upgrade Protection Term"), and with renewals, annually from the expiration date of the prior Upgrade Protection Term. Failure to renew annual Upgrade Protection may result in You having to purchase a new license in order to receive future versions of software and associated ongoing Upgrade Protection.

5.2.1. Upgrade Protection Services. In exchange for the Upgrade Protection Fee, Foxit agrees to provide to You during the term of this Agreement Upgrade Protection (collectively "Upgrade Protection") as follows:

5.2.1.1. Support: Foxit will provide email and telephone support to You for current versions of the Product. Foxit will investigate all of Your questions and problems promptly. You agree to provide adequate information to Foxit to assist in the investigation and to confirm that any problems have been resolved. Foxit does not provide guaranteed response time but will make good faith effort to answer emails and voice mails within twenty-four (24) hours or less during weekdays, excluding holidays.

5.2.1.2. Maintenance: Foxit will supply to You, at no additional charge, any improvements, upgrade, or modifications to the Product that Foxit makes generally available. Any such improvements, upgrades, or modifications shall become part of the Product for all purposes of this Agreement.

5.2.1.3. You acknowledge and agree that the Upgrade Protection Services to be provided by Foxit

hereunder is limited to the most current version of the Product and the immediately preceding version.

5.3. Exclusions. Foxit's obligation to provide Support is contingent upon proper use of the Product and full compliance with this Agreement. Moreover, Foxit shall be under no obligation to provide Support should such services be required due to (a) failure to operate the Product within the systems requirements provided for the Product (b) any modification or attempted modification of the Product by You or any third party or (C) Your failure or refusal to implement Product changes recommended by Foxit.

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7. TAXES. The fees and all other amounts due as set forth in this Agreement are net amounts to be received by Foxit, exclusive of all taxes, duties, and assessments, including without limitation all sales, withholding, VAT, excise, ad valorem, and use taxes (collectively, the "Taxes"), and are

not subject to offset or reduction because of any Taxes incurred by You or otherwise due as a result of this Agreement. You shall be responsible for and shall pay directly, any and all Taxes relating to the performance of this Agreement, provided that this paragraph shall not apply to taxes based solely on Foxit's income.

8. CONSENT TO USE OF DATA.

8.1. The software (main application and plug-ins) may contact server periodically to check for software updates and vulnerability fixes. Foxit guarantees that it will not search or upload any user information.

8.2. You agree that Foxit and its affiliates may collect and use information You provide as a part of any such support services related to the Product. Foxit agrees not to use this information in a form that personally identifies You. Foxit maintains user login information under which Foxit may collect your Foxit product login email only. Collection of this information occurs in accordance with the Foxit Privacy Policy.

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16. Should You have any questions concerning this License, or if You desire to contact Foxit for any reason, please call (510) 438-9090.

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Chapter 1 – Introduction

PhantomPDF Overview

Welcome to Foxit PhantomPDF™- Business Ready PDF! Award-winning Foxit PhantomPDF provides the right features at the right price, allowing you to produce great looking PDF document and forms quickly, affordably, and securely. Foxit PhantomPDF comes in two editions: **Foxit PhantomPDF Standard** to fit the small and medium sized businesses, and **Foxit PhantomPDF Business** to fit the large enterprises.

Foxit PhantomPDF *Standard*

Foxit PhantomPDF *Standard* enables businesses to create, edit, and secure reliable PDF documents quickly, easily, and at a cost you can afford.

- **XFA Form Filling**
- **Direct Editing**
- **Read out Loud**
- **Robust Document Security**
- **Form Fields**
- **Optical Character Recognition(OCR)**
- **Export PDF to Image**
- **Industry Validation**
- **PDF Optimizer**
- **SharePoint Service**
- **DocuSign**

Foxit PhantomPDF *Business*

Foxit PhantomPDF *Business* provides business the security that ensures regulatory compliance and corporate governance of their important documents and archives and to ensure documents don't change after they are approved. It stands up to the demands of large enterprises but lightweight enough to easily deploy to thousands of users without exhausting resources. Supports the right features at the right price with the quality and support you expect from an enterprise solution.

The Foxit PhantomPDF *Business* Advanced PDF Editor provides experienced PDF authors with unique editing capabilities to generate great looking PDF documents.

- **Redaction**

- **Document Certification**
- **XFA Form Filling**
- **Bates Number**
- **Read out Loud**
- **Microsoft® Active Directory® Rights Management Service Protector and Policy Manager**
- **High Compression**
- **Advanced PDF Editor**
- **SharePoint Service**
- **DocuSign**

About the User Manual

This user manual covers all features included in these two editions.

Quick Installation Guide

To get installation, registration, uninstallation and update instructions step by step, please refer to Foxit PhantomPDF **Quick Installation Guide** .

Note: Please go to FILE > Preferences > Trust Manager to disable the safe reading mode first, and

*then double click **File Attachment icon** to open the attached **Quick Installation Guide**.*

Chapter 2 – Get Started

The Foxit PhantomPDF workspace is packed with tools that help make working with PDF files easier, and is organized into a document pane, a navigation pane, toolbar pane menu bar and status bar. A good way to get up to speed in using Foxit PhantomPDF is by familiarizing yourself with its workspace.

Workspace Basics

To use an application, it's a basic step to get acquainted with its workspace and then you can better use its features and tools. Foxit PhantomPDF provides an intuitive user interface with a menu bar, a toolbar, a navigation pane, work area and status bar.

About Start Page

The Start Page appears when you first start Foxit PhantomPDF and shows the recent documents opened, helpful product tutorials and more. You can click any document you recently opened from the recent document list or choose one tutorial for any feature to learn about our product.

The Start Page will continue to appear every time you start the program until you uncheck the **Show Star Page** at **FILE** > **Preferences** > **General** > **Application Startup**.
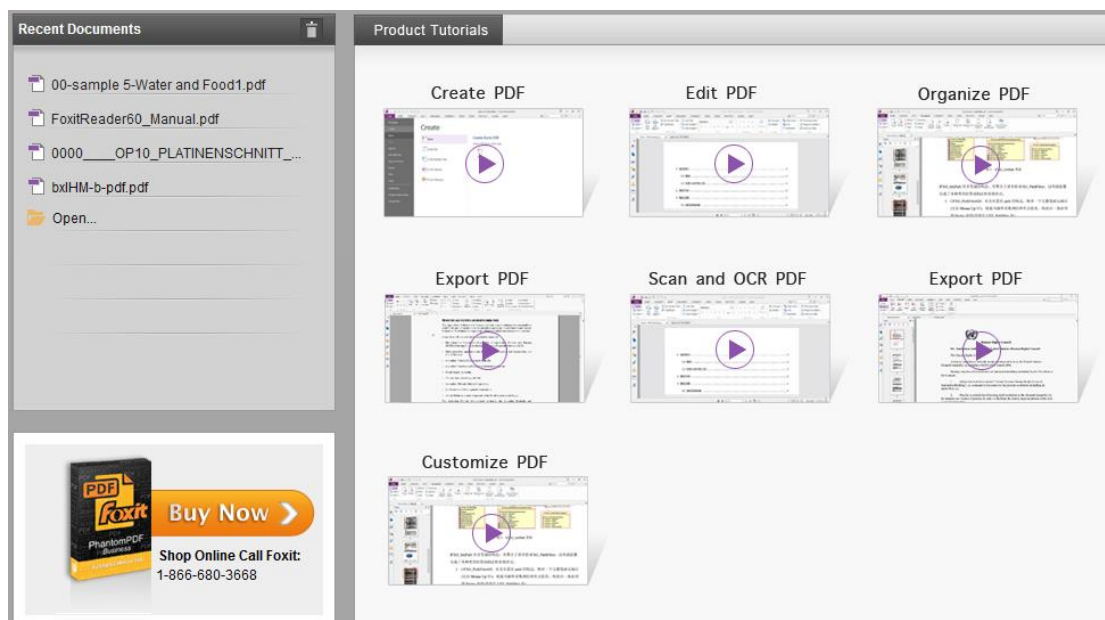
Menu Bar and Context Menus

Ordinarily, it is a good idea to keep the menu bar visible so that they are available as you work. It

is possible to hide them, in classic toolbar mode, using the View > uncheck Menu Bar or press F9. Of course, you can temporarily display the Menu Bar again by right-clicking toolbar and checking Menu Bar. By default, the toolbar mode is set to Ribbon Mode when you open a PDF document.

Foxit PhantomPDF has numerous context-sensitive menus. These menus appear when you right-click an object in the workspace. A context menu displays commands that relate to the item or area clicked.

Toolbar

The toolbar displays the File tab (the backstage view like Office 2013) and other tabs with different tools.
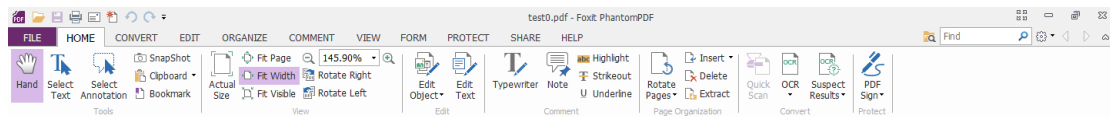
Toolbar under HOME Tab

Note: Position the pointer over a tool to see a description of the tool.

Click **FILE** to create, open, save to manage your PDF files.
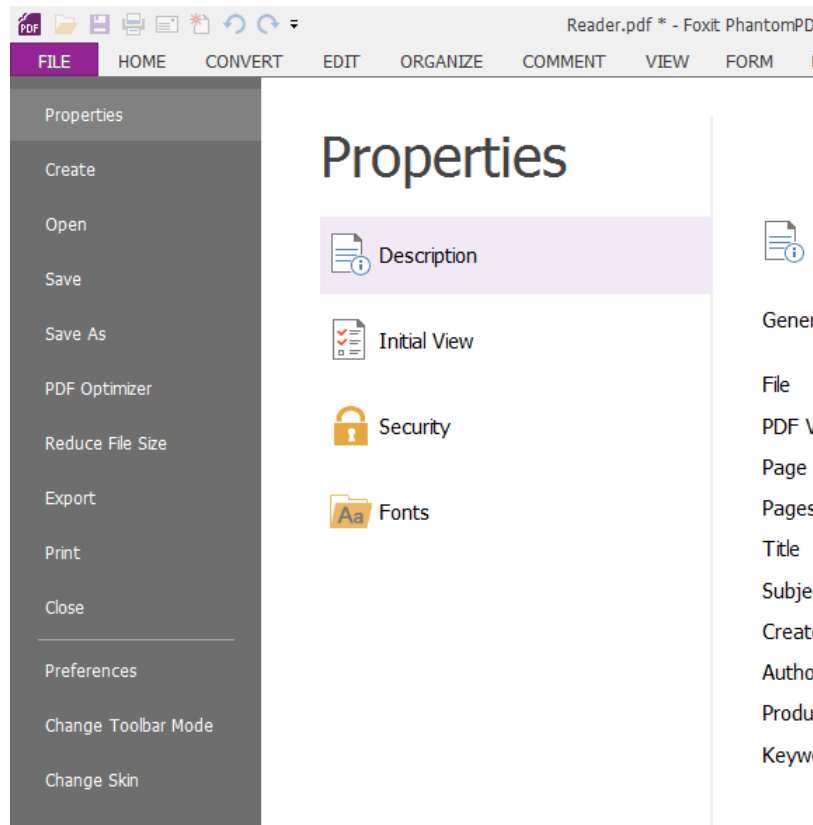
Show/Hide Toolbar

To show/hide all toolbars, please do the following:

In Classic Toolbar Mode,

- Choose View > Toolbars > show/hide Toolbars.

In Ribbon Mode,

- To collapse/expand the toolbar, please click ⌃ or ♡ in the upper right corner.

Set Favorite Toolbar in Classic Toolbar Mode

- Choose View> UI Options > Customize Toolbars, and the Customize Tools dialog box pops up.
- In the Favorite Toolbar tab, please do the following:
  - ✧ **Add -** Select your preferred tools from the left "Command" pane, click Add and see them appear in the right "Favorite Toolbar" pane.
  - ✧ **Remove -** Select the tools you accidently added to the right "Favorite Toolbar" pane, click Remove, and see them disappear from the right pane.

◇   **Reset -** Reset the Favorite Toolbar pane to the default settings.

● Click Up/Down button on the right side to adjust the position of your favorite toolbars, and click OK.

● To show/hide Favorite Toolbars, you can either right-click toolbars to check/uncheck Favorite or go to View > Toolbars > check/uncheck Favorite.

Note: No need to set favorite toolbars in Ribbon mode, where all tools are displayed easily to reach under each ribbon.

Move toolbars in Classic Toolbar Mode

Any toolbars can float or be docked. Docked toolbars appear in the toolbar area. Floating toolbars appear as independent palettes that you can move anywhere in the work area. Each toolbar has

a grabber bar ⁞ at the left edge of the toolbar.

● To rearrange the docked toolbars, use the toolbar grabber bars to drag them from one position to another.

● To float a docked toolbar, drag it by its grabber bar from the toolbar area.

● To move a floating toolbar, drag it by its title bar to another location in the work area.

● To dock a floating toolbar, double-click its title bar or drag it by its title bar to the toolbar area.

● To move all floating toolbars to the toolbar area, choose View> Toolbars > Reset Toolbars.

Note: No need to move toolbars in Ribbon mode, where all tools are displayed under each ribbon.

Return toolbars to their default configuration in Classic Toolbar Mode

● Choose View > Toolbars > Reset Toolbars or right-click to choose Reset Toolbars

● Press the hotkey Alt+F8 on your keyboard.

Navigation Panel

Show or hide the navigation panel

The buttons on the left side of the navigation pane provides easy access to various panels, such

as the Bookmarks panel button   and the Pages thumbnails button   .

● To show the navigation pane, use keyboard shortcut F4.

● To open a navigation panel, click its button on the left side of the navigation pane.

● To close the navigation pane, use keyboard shortcut F4, or click the button for the currently open panel in the navigation pane.

Tip: To show or hide the navigation pane, you can also click on the ▶ / ◀ *button at the top right corner of the navigation pane.*

Adjust the navigation pane

Like the toolbars, the navigation panels can be docked in the navigation pane or float anywhere in the workspace. You can choose to hide or close the panels that you don't need and open the ones you do. What's more, you can also adjust the width of the navigation pane easily.

1. Viewing a panel in the navigation pane
   By default, all the panels dock in the navigation pane with a set of panel buttons appearing on the left side of the work area. Do the following:

● Select the button for the panel on the left side of the navigation pane.

2. Changing the display area for navigation pane
● To change the view area of the navigation pane, drag its right border to adjust the width.
● To minimize or maximize the navigation pane, click on the button ◀ / ▶ at the top right corner of the navigation pane.

3. Docking or floating a navigation panel
● To float a navigation panel, drag the panel button into the document pane.
● To move a panel, drag it by its panel button to another location.
● To dock a floating panel, double-click its title bar.

Working with Layers

A layer or as it is more formally known Optional Content Groups (OCG) is a dictionary representing a collection of graphics that can be made visible or invisible dynamically by users of viewer applications. In a PDF file, each layer may hold any portion of the document's objects, and layers may be made visible or invisible, showing or hiding their contained objects, in any combination.

With Foxit PhantomPDF, you can control the display of PDF layers with the Layer panel. For example, you may divide background imagery, main content areas, and advertisements amongst their own top-level layers, and easily hide the layers that you don't want others to view.

Show or hide PDF layers

In a PDF, information can be stored on different layers. To show or hide related content stored in a variable number of separate layers, you can simply refer to the Layer panel on the left side of

the work area. Please note that you cannot create or edit layers in Foxit PhantomPDF; however, you can view layers and choose to show or hide the content associated with each layer.
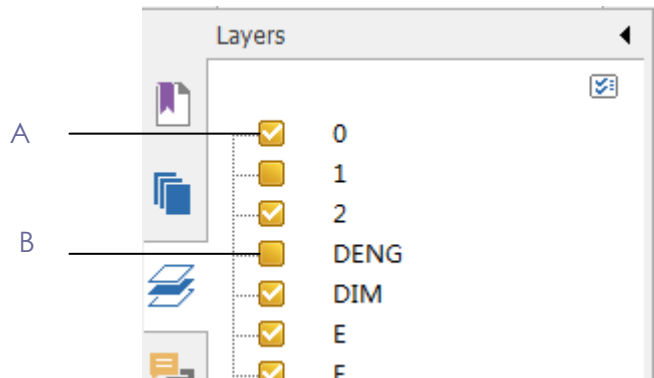
Layer Panel

A.   A checkmark indicates a displayed layer   B. Hidden layer

1. Open the Layer panel, and then do one of the following:

- To hide a layer, uncheck the layer.
- To show a hidden layer, click the empty box and a checkmark will appear.

2. From the Option menu at the top right corner of the Layer panel, choose one of the following:

- List Layers for All Pages - Shows every layer across every page of the document.
- List Layers for Visible Pages - Shows layers only on the visible pages.
- Reset to Initial Visibility - Resets layers to their default state.
- Expand All – Expands all layers.
- Collapse All - Collapses all of the current layers in the view.

Status Bar

The status bar is an area of the workspace that displays the page number where you are, the number of total pages, page transition buttons, zoom buttons, etc. for view setting. The status bar is open by default when you open a PDF. In the VIEW ribbon, the items on the View Setting tab help you to show or hide the status bar.
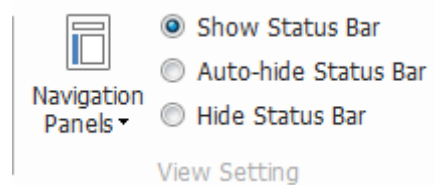
Show Status Bar: If you check it, the status bar will appear in the bottom of the workspace.

Auto-hide Status Bar: If you check it, the status bar is hidden. But if you put the cursor near the bottom of the page, the status bar will appear.

Hide Status Bar: If you check it, the status bar will be hidden.

Customize the Workspace

As you get acquainted with workspace of Foxit PhantomPDF, you can set up your work environment on your demand.

Customize the Skin and the Interface Style

Skin and Interface Style

There are five kinds of skin, **Classic, Black, Blue, Orange and Purple** for you to change the look of your software. Also, two kinds of interface style, Classic Toolbar Mode and Ribbon Mode for you to change the interface of your software.

To change the skin of the workspace, please do the following:

- Go to FILE > Change Skin.
- Check the skin you like and click OK.

To change the interface style of the workspace, please do the following:

Go to FILE > Change Toolbar Mode > Check Classic Toolbar Mode or Ribbon Mode.

Set Preferences

Many program settings are specified in the Preferences dialog box, including settings for File Associations, Forms, Full Screen, General, History, JavaScript, Languages, OCR, Page Display, PDF/A, Reading, RMS Setting, Signature, and Trust Manager. Once you set preferences, they remain in effect until you change them.

1. Choose FILE > Preferences.
2. Under Categories, select the type of preference you want to change.

Chapter 3 – Read

After getting acquainted with the workspace and the basic tools, you can start the journey of PDF reading. You can open a PDF, reach a specific page easily, adjust the view of a document, read pure texts by text viewer tool, view documents while listening to them, and more. Foxit PhantomPDF also provides a new feature to view PDF portfolios.

Open & Close & Save PDFs

Open PDFs

Open PDFs in Foxit PhantomPDF

Do one of the following:

- Choose FILE > Open, or click the Open button ![folder icon] on Quick Access toolbar. In the Open dialog box, select the file name, and click Open. PDF documents are usually identified with .pdf extension.
- Open the Foxit PhantomPDF window, drag and drop the PDF file into the Foxit PhantomPDF window.

Note: You can open more than one PDF document within the same Foxit PhantomPDF application. When you open more than one file at a time, you can navigate the PDF files easily by clicking the corresponding tabs or file names under the Window menu.

Open PDFs from Desktop or within Other Applications

If you set Foxit PhantomPDF as your default viewer for PDF files, you are able to launch and open PDF files in the following applications:

- Email Application: in your email applications, you can double-click the attachment icon to open the document.
- Web Application: you can open a PDF document by clicking on the PDF file link in your web browser. Also, you can view the PDF content embedded in the HTML.
- File System: double-click the PDF file icon in your file system.

Open a secured PDF document

If you receive a PDF that is protected by security features, you may need a password to open the document. Some protected documents have other restrictions that prevent you from printing,

editing, copying, etc.

- When opening a protected PDF, you will be prompted to enter the password.
- When trying to copy or edit a secured PDF, you will be prompted that you are prohibited to do it without the owner's permission.

If you open a PDF which is encrypted by AD RMS feature of PhantomPDF with other PDF programs, a wrapper (which is actually a PDF page) will prompt you to download Foxit PhantomPDF to open the PDF. If you want to edit the wrapper content, please save the updated content as a PDF file named as "wrapper PDF" and place it within the PhantomPDF installation directory.

Retrieve recently opened documents from within Foxit PhantomPDF

In "**FILE**" pull-down menu, you will be able to instantly retrieve recently opened documents. Foxit PhantomPDF provides a list of recently opened PDF documents. Choose FILE > Open > Recent Documents.

*Note: To customize the number of document in recently used list, please choose **FILE > Preferences > History.***

Save PDFs

You can save your changes to PDFs or save as other file formats like Microsoft Word, text, HTML, etc. When saving or saving as PDFs, Foxit PhantomPDF will optimize PDFs by removing redundant data including deleted pages, objects or annotations.

Save a copy of a PDF

1. Choose FILE > Save As.
2. In the Save As dialog box, enter the filename and location, and click Save.

Save a PDF as a TXT

1. Choose FILE > Save As.
2. Choose the extension name from the Files of Type Option in the Save As dialog box.
3. Enter the filename and location, and click Save.

Note: This function allows PDF documents to appear, for confidential purposes; in different file types as if they were created on a different platform other than PDF.

Close a PDF

Do the following:

If you are in multi-tab browsing, to close the current PDF file click the file's close button in the tab bar instead of the Foxit PhantomPDF application window, or double-click the tab, or click FILE > Close. To close all PDF files, click the close button in the Foxit PhantomPDF application window.

If you are in single document interface mode, just click the close button on the PDF file, or click FILE > Close.

Export PDFs

Export PDF to Word, RTF, Excel, PPT or HTML file

1. Select File > Export to...
2. Select the format you want to convert PDF to.
3. You can select the language used in the PDF from Setting before you save as to ensure the quality of the exported Word document.

Export a PDF as an image

1. Select File > Export to Images.
2. Specify the page range (all pages, current page, a range of pages), and click OK.
3. You can set the quality, colorspace, resolution from setting before you save as.

Bundle with iFilter

Foxit PhantomPDF has been bundled with Foxit PDF IFilter– Desktop which allows users to index a large amount of PDF documents and then quickly find text within these documents on desktop system. You can trigger Foxit PDF IFilter under the installation location of your Foxit PhantomPDF. For more information, please refer to the user manual of Foxit PDF IFilter 📌 .

Standards Validation and Creation

With the **Industry Standard** of Foxit PhantomPDF, you can detect and fix problems for different usage. Foxit PhantomPDF has the PDF/A, PDF/E and PDF/X compliance validation and creation as the industry standards. Click CONVERT > Compliance > Industry Standard button [icon], and select one of the compliances and click **Analyze** or **Analyze and Fix** in the pop-up dialog box. You can also create standard compliant PDF by saving as PDF/X, PDF/A or PDF/E. (*Business* Only)

Read

Foxit PhantomPDF enables you to retrieve recently opened documents, as well as provides different ways for you to read PDF files: multi-tab reading and single document reading.

Multi-tab Reading & Single Document Reading

Multi-tab Reading

The multi-tab browsing feature enables you to open multiple files in a single instance. Newly opened PDFs will be displayed in tabs.

To enable tabbed browsing, go to FILE > Preferences > Documents > Open Setting > uncheck Allow Multiple Instances.

Tab Bar
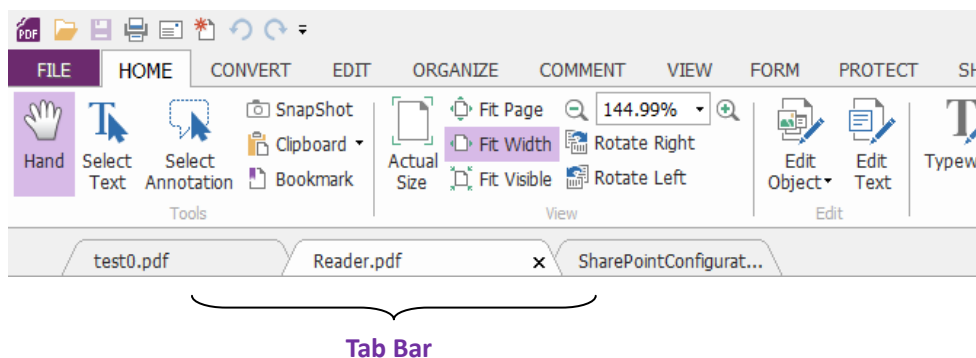
Single Document Reading

Create a new window when you double-click to open a new PDF file.

- To enable single document interface mode, go to FILE > Preferences > Documents > Open Setting > check Allow Multiple Instances.

Read Contents

Go to Specified Page

Click the **First Page**, **Last Page**, **Previous Page** and **Next Page** in the **Go To** ribbon under the **View** menu or in the status bar to view your PDF file. You can also input the page specific page number to go to that page. The **Previous View** lets you return to the previous view and **Next View** goes to the next view.
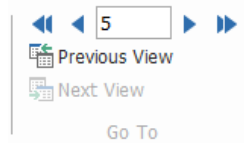
Read with Bookmark

To jump to a topic using bookmarks, click the **Bookmark** button on the left Navigation pane. And then click the bookmark or right-click the bookmark and choose "Go to Bookmark". Click the plus (+) or minus (-) sign to expand or collapse the bookmark contents.
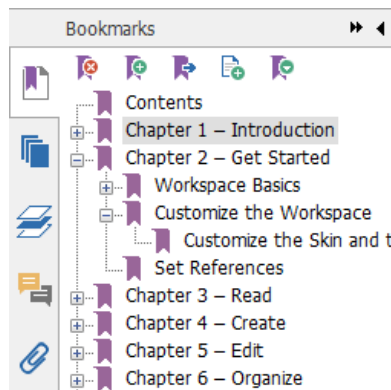
Read with Page Thumbnail

To jump to a page with page thumbnails, click the Page **Thumbnails** button on the left Navigation pane and click its thumbnail. To move to another location on the current page, drag and move the red box in its thumbnail. To resize a page thumbnail, right-click on the thumbnail and choose "**Enlarge Page Thumbnails**" or "**Reduce Page Thumbnails**".
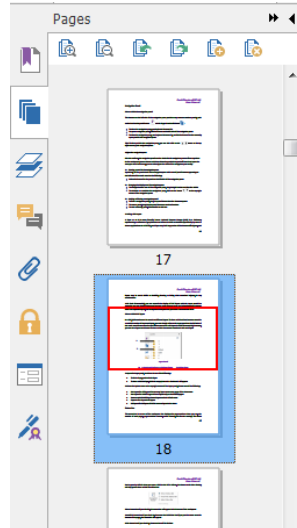
View PDF Portfolios

PDF portfolios are a combination of files with different formats such as Word Office files, text documents and Excel files. Foxit PhantomPDF provides viewing and printing PDF portfolios and searching keywords in PDFs in the portfolio.
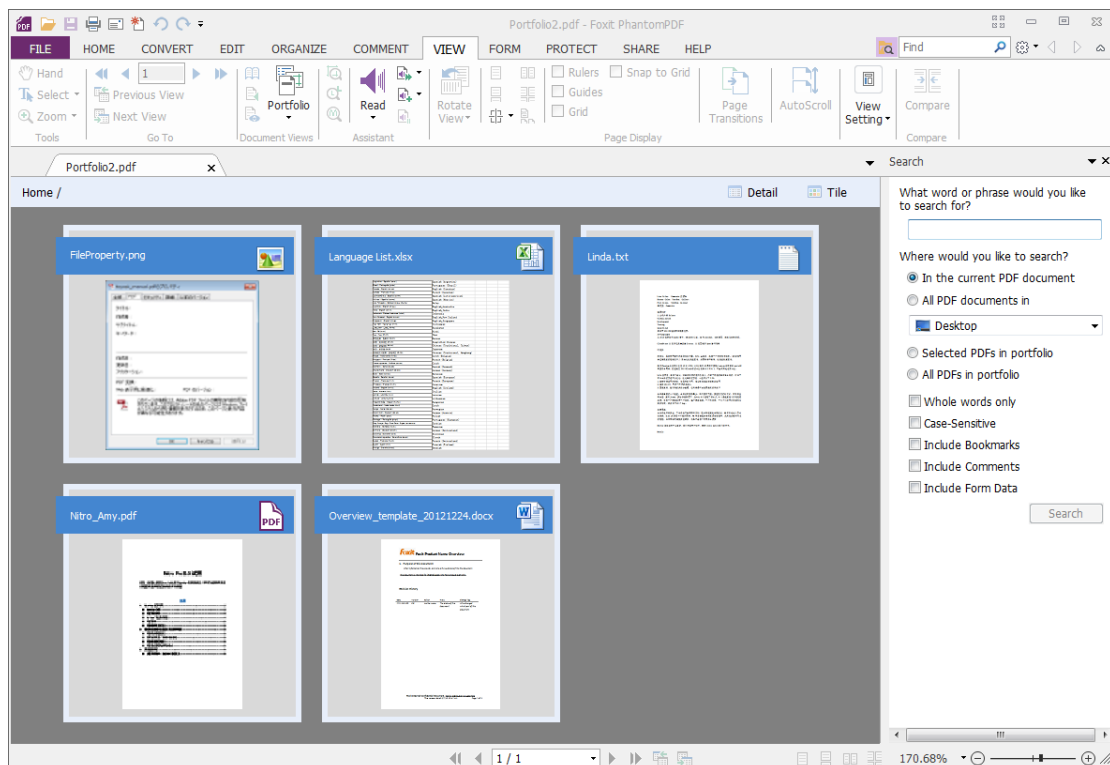
A Sample PDF Portfolio

➢ Download a Sample PDF portfolio (preferably with files in different formats).

➢ Open it in Foxit PhantomPDF by right clicking and "Open with Foxit PhantomPDF".

➢ Navigate through different files in the portfolio.

➢ Search in portfolio by typing keywords in Search box or using shortcut keys CTRL+ Shift + F.

Search & Index in PDFs

Find Text

To quickly find texts you are looking for, follow the steps below:

- Select the Find Field on the menu bar. Click to set the search criteria.

    A. Whole words only -- limits the search to match only whole words. For example, if you search for the word *Read*, the word *Reader* will not be found.

    B. Case-Sensitive -- makes the search case-sensitive. For example, if you search for the word *text*, the words *Text* and *TEXT* will not be found.

    C. Include Bookmarks -- enables you to search for a word in the whole text, including bookmarks.

    D. Include Comments -- enables you to search for a word in the whole text, including comments.

    E. Include Form Data – enables you to search for a word in the whole text, including form data.

- Type the text in the field and press Enter button. Foxit PhantomPDF jumps to the first instance of the search term, which appears highlighted.

- Click ◁ and ▷ or press shortcut keys **Shift**+**F3** and **F3** to find previous or next result, or press Enter to find the next result.

Foxit PhantomPDF supports the advanced search function which enables you to search a string in a single PDF file, multiple PDF files under a specified folder or PDFs in a PDF portfolio. When the search finishes, all occurrences will be listed in a tree view, allowing you to quickly preview the context and jump to specific locations.

To do the advanced searching, do as below:

- Click the search button , in the Search box, type the text you want to search for, specify the search range, and do any of the following:

    A. Whole words only -- limits the search to match only whole words. For example, if you search for the word *Read*, the word *Reader* will not be found.

    B. Case-Sensitive -- makes the search case-sensitive. For example, if you search for the word

text, the words *Text* and *TEXT* will not be found.

    C. Include Bookmarks -- enables you to search for a word in the document, including bookmarks.

    D. Include Comments -- enables you to search for a word in the document, including comments.

    E. Include Form Data – enables you to search for a word in the document, including form data.

- Click Search button. Foxit PhantomPDF jumps to the first instance of the search term, which appears highlighted. And all occurrences will be listed in a tree view, allowing you to quickly preview the contexts and jump to specific locations.

- Press New Search in the search box to find next text or press the close button in the top of the search box to finish searching.

Move and Resize Search Box

The advanced search box can float or be docked. You can also resize the box with ease.

- To float the docked search box, please double-click the title bar.
- To move the floating search box, drag it by its title bar to another location in the work area.
- To resize the search box, drag any corner point to adjust.
- To dock the floating search box, double-click again the title bar.

OCR Function

Optical Character Recognition, or OCR, is a software process which enables images or printed text to be translated into machine-readable text. OCR is most commonly used when scanning paper documents to create electronic copies, but can also be performed on existing electronic documents (e.g. PDF).

✧ **Recognize text**

Foxit PhantomPDF can detect whether a PDF file is scanned or image-based and make corresponding suggestions to initiate OCR when opening a scanned or image-based PDF as below:

ⓘ This document doesn't have editable text, it is scanned or image-based.	Recognize Text(Make searchable/editable) ˣ

To recognize image-based or scanned text in a file, perform one of the following:

Click HOME > Convert > OCR > Current File, in the Select OCR Engine dialog box, specify the range you need,
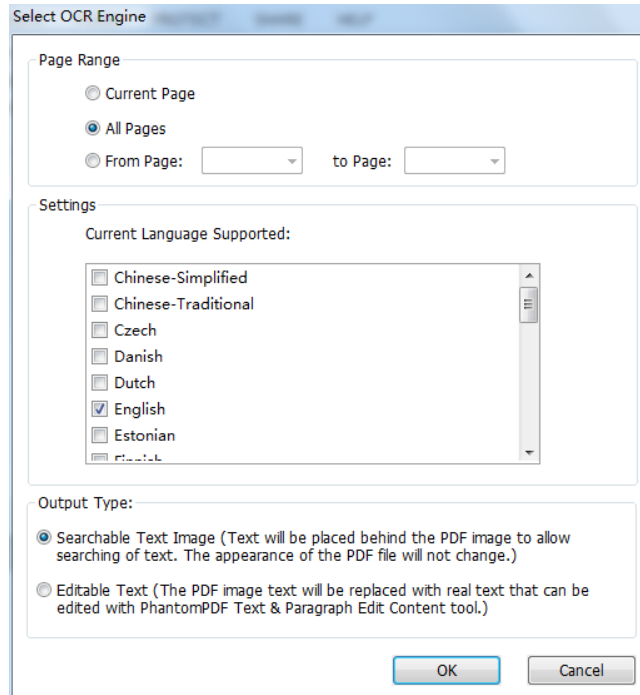
1. Choose the language used in your document. You can select multiple languages as well.
2. In the output type, check Searchable Text Image to make the image searchable when finding text. Click OK to recognize the text.

Note: If you check Editable Text, the image objects will be deleted with only the text remaining.

3. A recognition text process bar will pop up to show the progress.

4. Do the search function, the text on your image or scanned document will be searchable.

You can also recognize text from an opened image-based or scanned PDF document.

To recognize text in multiple files:

1. Click HOME > Convert > OCR > Multiple Files.
2. In the OCR Multiple Files dialog box, click **Add Files** to add files or folders. Use Move up, Move down, and Remove to adjust the order of the files and click OK.
3. In Output Options dialog box, select the destination folder and choose to name the new file or overwrite an existing one.
4. Click OK. After recognition, a message box will pop up to prompt you the recognition is finished.

See also "To recognize text in a file"

Note: *When you are using the CCJK OCR engine in Standard editions for the first time, the system will remind you to download and install the engine from Foxit server.*

✧ **Find and Correct OCR Suspects**

After recognizing image-based or scanned texts in the PDF file, you can pick out and correct the texts or characters that are uncertain as the steps below:

1. Click HOME > Convert > OCR > Suspect Results > First Suspect. A pop-up Find OCR Suspects dialog box appears with a Foxit PhantomPDF box appearing to prompt you Find Completed.
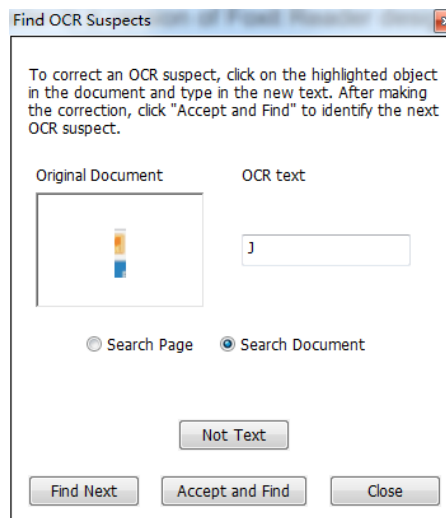
Find OCR Suspects dialog box

Note: *By default, the suspect results are based on the Search Document. You can also select Search Page to find suspects on the current page and redo this step.*

2. The Find OCR Suspects dialog box shows both the original document text and the OCR text. You can edit text in the OCR text box directly if needed. If the highlighted text is incorrectly identified, click **Not Text**. Click **Find Next** to find the next suspect or click Accept and Find to accept the suspect and find next suspect.
3. If you choose HOME > Convert > OCR > Suspect Results > All Suspects. The Find OCR Suspects dialog box also pops up and all the OCR suspects will be highlighted with red boxes as below:
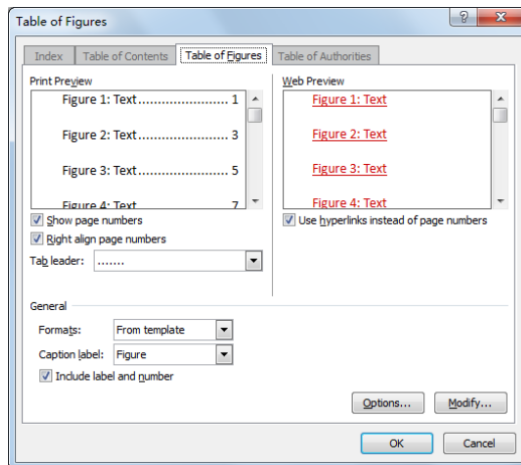
Original Document Text in the PDF file　　　*Suspect Results of the OCRed Text*
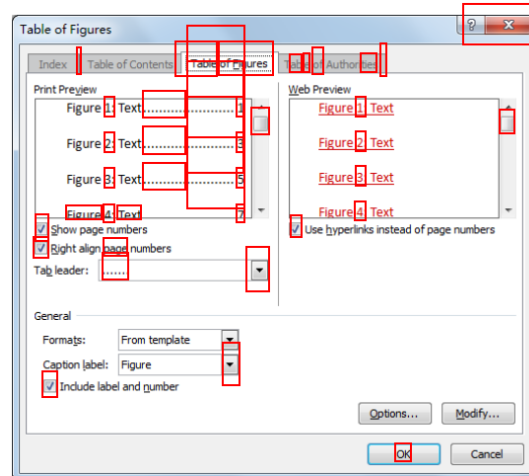
You can check the highlighted text by clicking any highlighted parts. Click the place where is incorrect and input the correct text in the OCR text box in the Find OCR Suspects dialog box.

4. Click **Close** to exit the Find OCR Suspects dialog box.

Adjust Page View

Foxit PhantomPDF provides multiple tools that help you adjust the view of your PDF documents, such as the page magnification and the display of pages.

Adjust Page Magnification

Do one of the following procedures:

1. Click the Zoom In tool or Zoom Out tool on the HOME menu > View tab.

2. Right-click the document pane and select Zoom In or Zoom Out.

3. Select or input a magnification percentage in the **Zoom To** Area on the same tab.

4. Using the Marquee tool

- Choose the Marquee tool on the VIEW menu > Assistant tab.

- The cursor changes into , drag a rectangle on the page or just click on the page to increase the magnification by one preset level, centering on the point where you clicked.

- Choose the Marquee tool, the cursor changes to as Ctrl-click on the page. Drag a rectangle on the page or just click on the page to decrease the magnification

5. Using the Loupe tool

- Choose the Loupe tool ⌖ Loupe on the VIEW menu > Assistant tab.

- Move the loupe tool to the places you want to view, you will see the amplificatory or decreased objects in the Loupe Tool dialog box.

- (Optional) Select the Lock option in the Loupe Tool dialog box. Click the area of the document you want to view in closer detail. A red rectangle appears in the document, corresponding to the area shown in the Loupe Tool window. You can drag or resize the rectangle to change the Loupe tool view.

- To change the scale ratio of the Loupe Tool, you can either enter a value in the zoom text box, or drag the slider in the Loupe Tool dialog box.
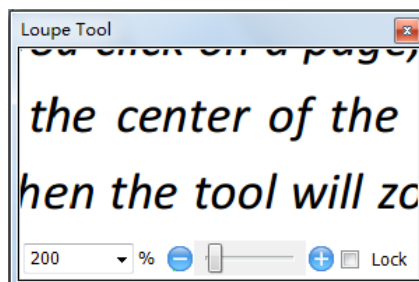
6. Using the Magnifier tool

You can easily magnify areas of the PDF files as you work on Foxit PhantomPDF with this free tool. It is especially useful for visually impaired people with some functional vision.

Magnifier   **Fisheye Magnifier**

- Choose the Magnifier ⓜ Magnifier on the VIEW menu> Assistant > Magnifier.

- Move the Magnifier to the places you want to view.

- To switch between Magnifier and Fisheye Magnifier, press the left mouse button.

- To change the size of magnifier window, press the right mouse button.

- To turn off the Magnifier, choose any other tools.

Resizing a Page to Fit the Window

There are three types for you to choose:

- To resize the page to fit entirely in the document pane, click the Fit Page button

  Fit Page on HOME > View, or right-click the Document Pane and choose Fit Page.

- To resize the page to fit the width of the window, click the Fit Width button Fit Width

  on HOME > View, or right-click the Document Pane and choose Fit Width. Part of the page
  may be out of view.

- To resize the page to its actual size, click the Actual Size Actual Size on HOME > View, or
  right-click the Document Pane and choose Actual Size.

- To resize the page to fit the visible width of the window, removing the margins, click the Fit
  Visible button Fit Visible on HOME > View.

Adjust the Page Display

To change the Page Orientation, do one of the following:

- Click the Rotate View button Rotate View ▾ on the VIEW menu > Page Display tab.

- Click the rotate the page view counterclockwise button Left or the rotate the page

  view clockwise button Right on HOME menu > View tab.

- Right-click the document pane and choose the Rotate Right tool.

*Note: You can change the page view in 90-degree increments, but the change only affects screen
display instead of its actual orientation. You cannot save the changes in page view.*

To change the page display, Foxit PhantomPDF provides the following page layouts:

- Single Page - Displays one page in the document pane at a time.

- Continuous - Arranges the pages in the document pane in a continuous vertical column.

- Facing - Arranges the pages side by side, displaying only two pages at a time.

- Continuous Facing - Arranges the pages side by side in a continuous vertical column.

- Show Cover Page During Facing -If a document has more than two pages, the first page

can be displayed alone on the right side of the document pane in Facing and Continuous Facing views.

- Split ⊞ ▾ - View a PDF with the document pane divided into two panes (Split command) or four panes (Spreadsheet Split command).

Note: To restore single-pane view, choose VIEW menu> deselect Split/Spreadsheet Split.

With Split view, you can scroll, change the magnification level, or turn to a different page in the active pane without affecting the other pane.

The Spreadsheet Split view is useful if you want to keep column headings and row labels visible while scrolling through a large spreadsheet or table. In this mode, changing the magnification in one pane changes the magnification in all panes. Also, scrolling is coordinated between the panes. Scrolling a pane horizontally also scrolls the pane above or below it; scrolling vertically also scrolls the pane to the left or right of that pane.

View Mode

Read Mode

User interface settings, such as the navigation pane, toolbar, and status bar, will be hidden when a PDF is displayed in Read Mode. The document pane is enlarged, reducing wasted reading space while leaving the menu bar available for necessary operations.

To view a document in Read Mode, please choose one of the following:

- Click the Read Mode button 📖 Read Mode on the VIEW menu > Document Views tab.
- Press the shortcut key "Ctrl + H" on the keyboard.
- Right-click the document pane and select Read Mode.

In Read Mode, a basic toolbar will float when the cursor is put at the bottom of the screen. This offers basic tools, such as save, print, zoom in/out, etc.

If you open multiple PDFs, please press "Ctrl + Tab" on the keyboard to switch through them in Read Mode.

To exit the Read Mode, please do any of the following:

- Click the Read Mode button 📖 Read Mode on the VIEW menu > Document Views tab.
- Press the shortcut key "Ctrl + H" on the keyboard.

- Click the Read Mode button 📖 on the floating basic toolbar at the bottom of the screen.

Full Screen Mode

In Full Screen mode, Foxit PhantomPDF Document Pane fills the entire screen, with Menu Bar, Toolbar, Status bar, and Bookmarks pane hidden behind. The mouse pointer remains active in Full Screen mode so that you can click links.

1. To set Full Screen preferences, please go to **FILE > Preferences > Full Screen**.
2. To enter Full Screen mode, please do one of the following:

- Right-click the Document Pane and select Full Screen.
- Press the shortcut key F11.

3. To adjust the view in Full Screen mode, right-click the document and work with the Context Menu.

*Note: This feature will not be available unless you clear **Left click to go forward one page; right click to go back one page** checkbox in the Preference > Full Screen.*

4. To exit Full Screen mode:
- Press Esc key.
- Press the shortcut key F11.

5. Page Transition in Full Screen

Foxit PhantomPDF supports page transition to turn pages in Full Screen mode. It helps you to turn pages as the transition feature in Microsoft Power Point. There are 10 transition types: Split, Blinds, Box, Wipe, Dissolve, Glitter, Push, Cover, Uncover and Fade. Also, you could set the direction, speed and page range for the transition.

To edit page transition, click the Page Transitions 🔄 on the **VIEW** > Page Display tab.
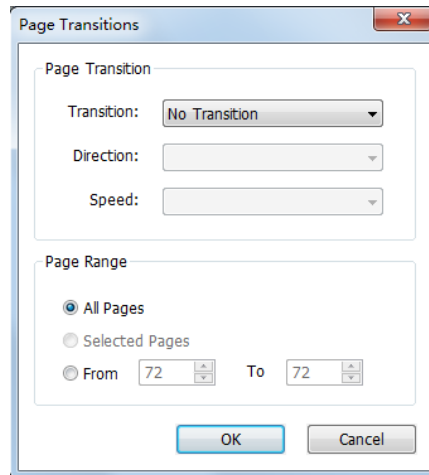
Note:

- *This change only works for the current PDF.*
- *The pages will be turned in the same way the next time you open and view the document in full screen mode.*
- *If you want to set page transition to all PDF documents opened by Foxit PhantomPDF, please choose FILE > Preferences > Full Screen.*
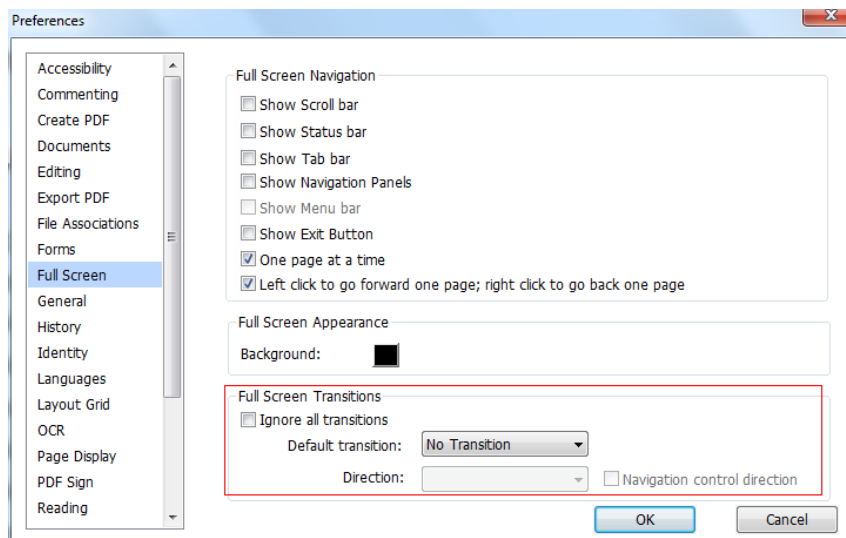
Reverse View

To read documents in a backward order, please do one of the following:

- Choose VIEW > Document Views >Reverse View .
- Right-click on the document pane and choose Reverse View.

Text Viewer

With Foxit Text Viewer, you can work on all PDF documents in pure text view mode. It allows you to easily reuse the texts scattered among images and tables, and acts like Notepad. Also, you can adjust some settings to meet your needs.

To Enter Text View mode, do one of the following:

- Choose VIEW>Document Views> Text Viewer .

- Press the shortcut key Alt + 6.

✧ **Customizing Text Viewer**

As soon as Text Viewer is activated, you can use the Font Setting Tools to customize your own work area. Right-click the text area to select Font Setting.

1. To change text font when reading with Text Viewer

- Right-click and choose Font Setting > Font….
- Choose Font name, Font Style, Font Size, Effects, Color and Script from respective fields in Font dialog box. The suggested font for best screen display is Courier New.
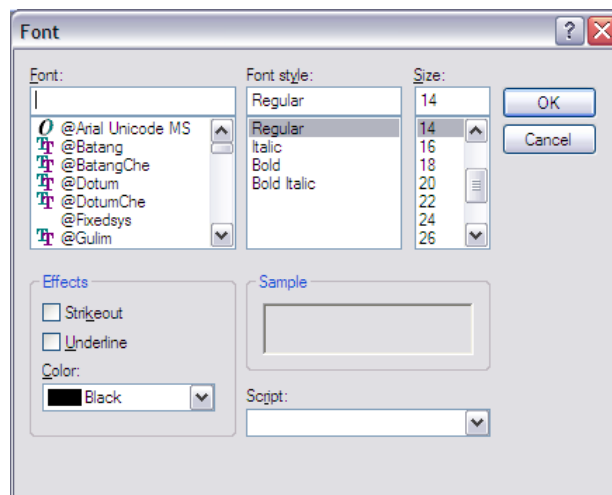
Note: You can change all aspects pertaining to text view font in the Font dialog box, or you can also use individual buttons on the Text Viewer Toolbar to change font color and toggle between regular style and Bold or Italic styles.

2. Toggle between regular style and Bold style, choose Font Setting > Bold.

3. Toggle between regular style and Italic style, choose Font Setting > Italic.

4. Change the text color

- Right-click and choose Font Setting > Color….
- Text Viewer Colors dialog box pops up.
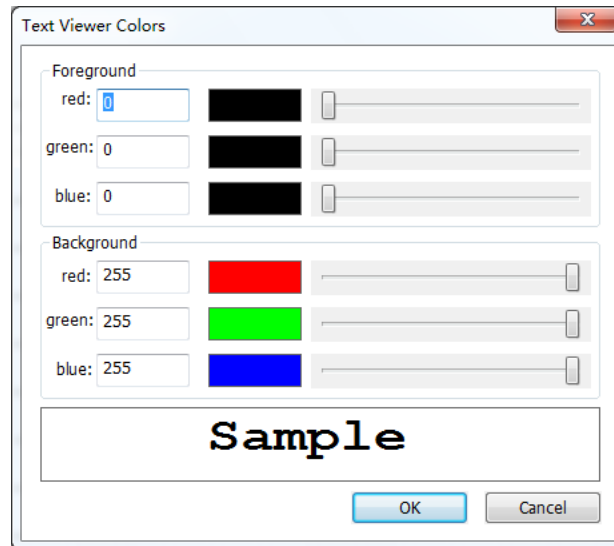
- Drag respective sliders or type the value to change the Foreground (Font) Color and Background (page) Color. You can preview the changes in the box with a word "Sample".
- Click OK to complete the procedure, or click Cancel to abandon the changes.

5. Change Text Viewer settings

- Right click the text area > select Setting…
- The text Viewer Settings dialog box pops up.
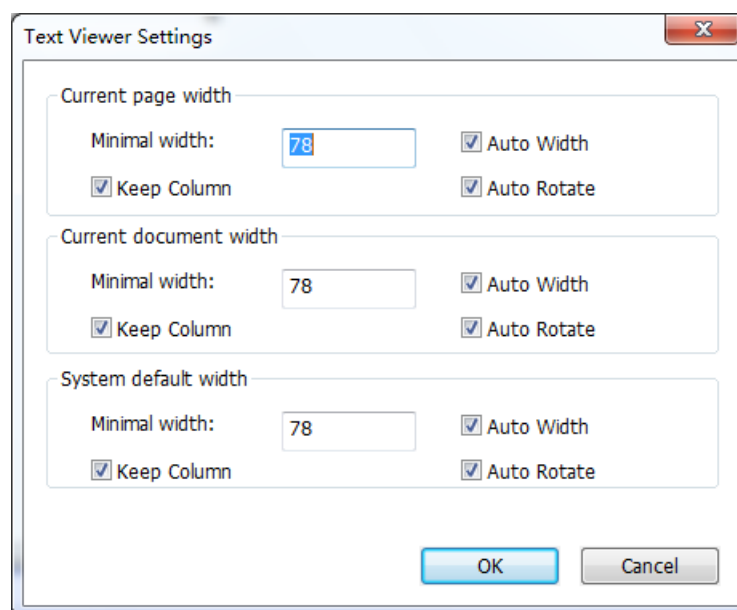
- Below are the text viewer settings:

  A. Set page width at three different levels: Current page width, Current document width and System default width.
  B. Minimal width – the valid value for this field is 0-1024. It is set to 78 by default.
  C. Keep Column – for PDF tables or text columns, you can check Keep Column to retain appropriate column in text viewer mode. It is checked by default.
  D. Auto Width – for PDF tables or text columns, you can check Auto Width to keep proper width between texts automatically. It is checked by default.
  E. Auto Rotate – you can check Auto Rotate to ensure consistent orientation with that of the printer. It is checked by default.

✧ **Navigating in text viewer mode**

1. To go to next or previous page, do one of the following:

- Choose VIEW> Go To > Previous Page ◀ or Next Page ▶.

- Click the Previous Page icon ◀ or Next Page icon ▶ on the Status Bar.

- Put the cursor in the Document Pane, press the Left or Right Arrow on keyboard to move the pages up or down.

2. To go to the first or last page, do one of the following:

- Choose VIEW> Go To >First Page ◀◀ or Last Page ▶▶ .

- Click the First Page icon ◀◀ or Last Page icon ▶▶ on the Status Bar.

- Press the Home or End keys.

3. To go to a specific page, do one of the following:

- Choose VIEW> Go To > input the specific page number >press Enter.
- Input or select the specific page number on the Current Page Number Box

  185 / 185 ▾ on Status Bar, and press Enter.

✧ **Changing the magnification level of a document**

Do one of the following procedures:

1. Click the Zoom Out button ⊖ or the Zoom In button ⊕ on the status bar.

2. Choose HOME > View > Zoom In   or Zoom Out   .

Note: The *Zoom To* box   100%   is unavailable in Text Viewer mode.

✧ **Finding text in Text Viewer mode**

To find text you are looking for, follow the steps below:

* Type the text in the Find What field.
* To do the advanced searching, do as below:

    1. Click the search button   , in the Search box, type the text you want to search for,
       specify the search range, and do any of the following:
        A. Whole words only -- limits the search to match only whole words. For example, if
           you search for the word *Read*, the word *Reader* will not be found.
        B. Case-Sensitive -- makes the search case-sensitive. For example, if you search for the
           word *text*, the words *Text* and *TEXT* will not be found.
        C. Include Bookmarks -- enables you to search for a word in the document, including
           bookmarks.
        D. Include Comments -- enables you to search for a word in the document, including
           comments.
        E. Include Form Data – enables you to search for a word in the document, including
           form data.
    2. Click the Search button. Foxit PhantomPDF jumps to the first instance of the search term,
       which appears highlighted. And all occurrences will be listed in a tree view, allowing you
       to quickly preview the contexts and jump to specific locations.
    3. Press New Search in the search box to find next text or press the close button in the top
       of the search box to finish searching.

✧ **Copying and pasting text in Text Viewer mode**

1. Select text

* Select a word: Double-click the word you want to select.
* Select a line of text: Click and drag the cursor on the line of text you want to select.
* Select all the text: Press Ctrl + A or right-click the Document Pane > choose Select All.

2. Copying text, do one of the following:

* Right-click the selected text > choose Copy.
* Select the text and then press shortcut key Ctrl + C.

3. Pasting text

To paste the selected text on Clipboard to another application, please follow the paste command of the specific application.

Read Out Loud

What's Read Out Loud?

Read Out Loud is a Text-to-Speech (TTS) tool. This tool can read the text in comments and alternate text descriptions for images and fillable fields. With this feature, you can obtain information without having to view the page, helping to effectively relieve eyestrain. It also enables you to view other materials while listening to a PDF's content.

To use the Read Out Loud, please do as below:

•   Choose VIEW > Assistant > Read >Read Current Page/Read from Current Page.

Setting Reading Preferences

Please go to FILE > Preferences > Reading.

Page vs Document：

1. Only read the currently visible pages - Read the visible page displayed on the current window.
2. Read the entire document - Read every page of the document in order.
3. For large documents, only read the currently visible pages - If you open a large PDF, the system will only read the current, visible page.
4. Minimum number of pages in a large document - Set a minimum number of pages to define a PDF as a "large document.

Reading Actions

In Read Out Loud Mode, some simple actions are offered for users to control the reading status, including read this page, read this document, pause, resume, rate up, rate down and stop.

1. In Normal Mode, choose an action on VIEW > Assistant.

2. In Classic Toolbar Mode, a simple reading toolbar will be floated on the user interface after

you click View > Toolbars > check Read.
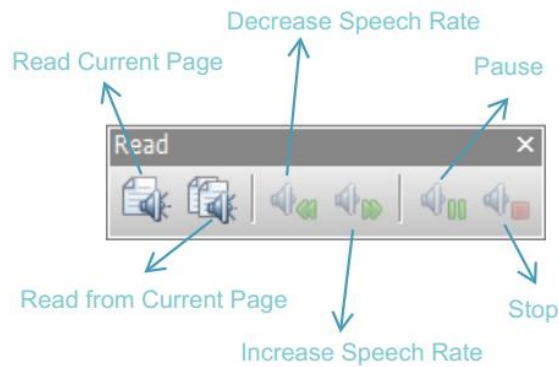
Read Out Loud uses the available voices installed on your system. If you have SAPI 5 voices installed from text-to-speech or other language applications, you can choose to have them read your PDFs.

Note: Read Out Loud isn't a screen reader. Some operating systems may not support it.

Rulers & Guides & Measurements

Using Rulers & Guides

Foxit PhantomPDF provides horizontal and vertical ruler guides to help you align and position text, graphics or other objects on the page. They can also be used to check their size and the margins in your documents.
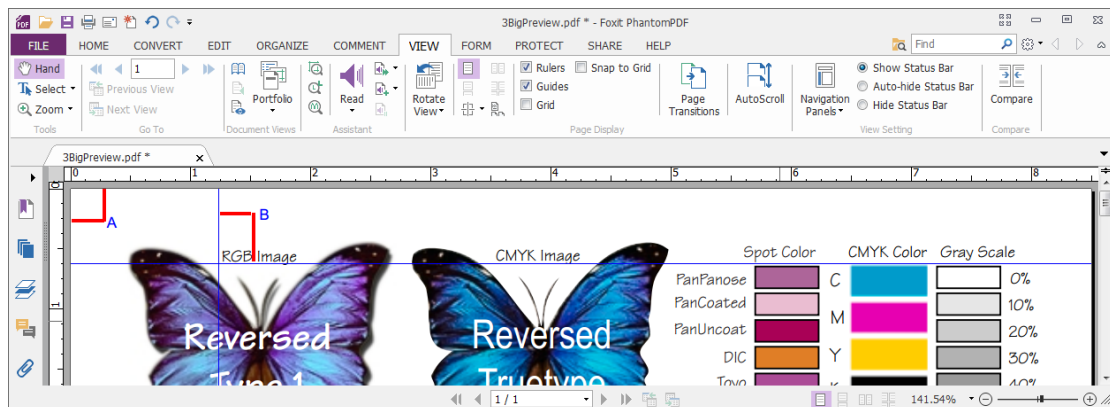
Rulers & Guides

A. Rulers   B. Guides

To show or hide rulers/guides, select VIEW>check or uncheck Rulers/Guides.

To create ruler guides, follow the steps as below:

- Drag down from the horizontal ruler to create a horizontal guide, or drag to the right of the vertical ruler to create a vertical guide.
- Double-click a location on the horizontal ruler to create a vertical guide, or double-click a location on the vertical ruler to create a horizontal guide.

To move ruler guides, select the Hand tool, click and hold the guide, and then drag it to a new location.

To change unit of measurement, right-click the horizontal ruler or the vertical ruler, and select a measurement system for the rulers.

To delete ruler guides, please do one of the following:

- To delete a guide, click the guide to select it, and then press the Delete key.
- To delete all guides on a certain page, scroll to the page, right-click in the ruler area and choose Clear Guides on Page.
- To delete all guides, right-click in the ruler area and choose Clear All Guides.

Using Measuring

The Measure Tools enable you to measure distances and areas of objects in PDF documents. The measure tools are especially useful when you need to know the distances or areas associated with objects in a form or computer-aided design (CAD) drawing or when you want to measure certain areas of a document before sending to a professional printer. The measure tools are available to Reader users only if the PDFs are measurable.

When you use a measure tool, the tool dialog box displays the measurements of the line segments you draw.

✧ **Measuring the objects**

Choose COMMENT > Measure > [measure tool name], and do any of the following:

- Select the Distance Tool 🖾 to measure the distance between two points. Click the first point, move the pointer to the second point, and click again. The measurements will appear on the page.

- Select the Perimeter Tool 🖾 to measure a set of distance between multiple points. Click the first point to start, and then click each point you want to measure. Double-click the last point to end measuring.

- Select the Area Tool 🖾 to measure the area within the line segments that you draw. Click the first point to start, and then click each point you want to measure. After you have

clicked at least two points, click the first point or double-click the last point to complete the area measurement.

Note: You can also choose to complete or cancel measurement by right-clicking the measurement and choosing options from the context menu.

Before measuring, you can set the scale ratio or other options. The FORMAT tab appears after you select the measuring tool, and then do any of the following:
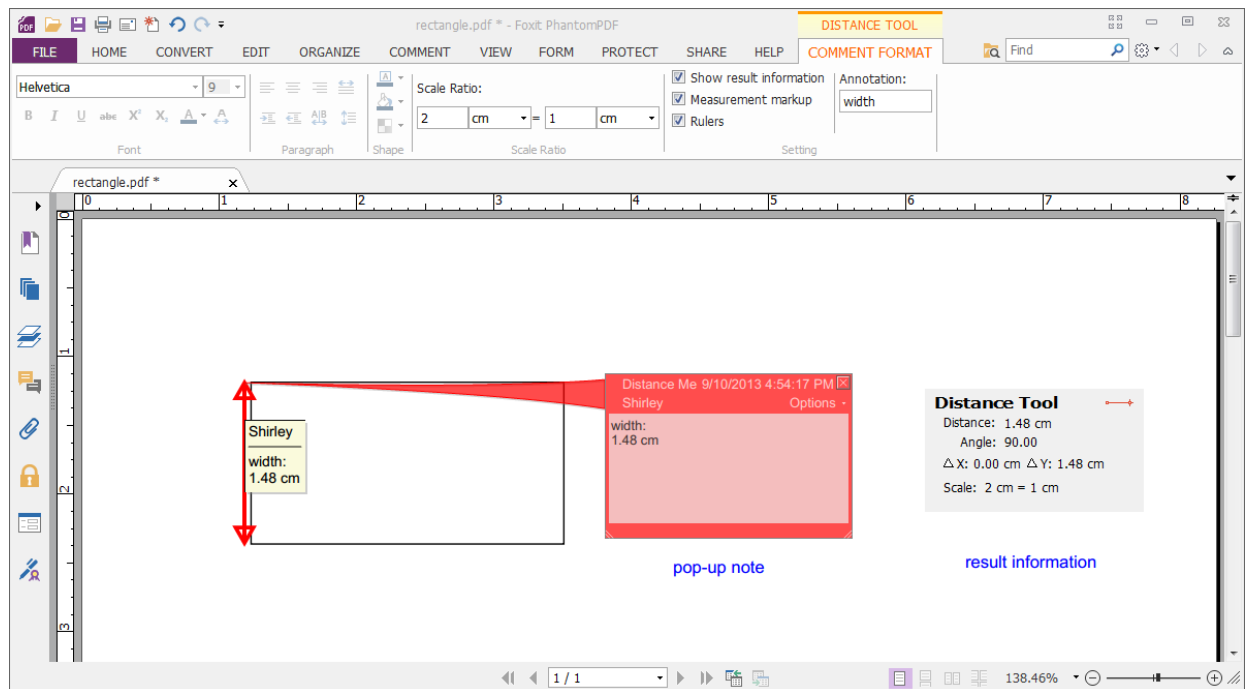
- To change the scaling ratio (such as 2:1, say, when the distance on the screen is 2 inch then the actual distance is 1 inch.) on the drawing areas, specify the appropriate numbers. If necessary, change the unit of measurement next to this ratio.
- Check **Show result information** if you want to see the current measuring result, including real distance, angle, horizontal and vertical position, etc.
- Check **Measurement markup** to type text as a comment in the Annotation box. When you put the pointer over the measurement with the Hand tool selected you can view the measurement result and annotation you typed in the Annotation box. Or when you double-click the measurement, the pop-up note of the measurement will also show the measurement result and the annotation.
- Click **Rulers** to show the rulers.

✧ **Working on the measurement object**

After you complete the measurement, you are able to do further operations on it, such as move, resize, flip, and even work on it the way you work on comments.
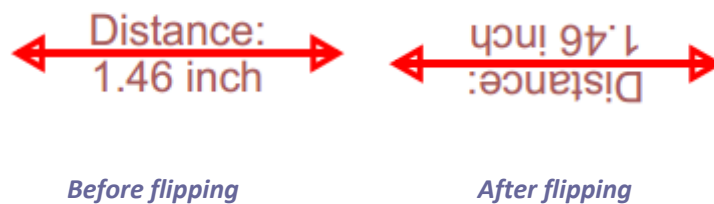
1. **Moving the measurement object**

- With the Hand Tool or Annotation Selection Tool selected, click the measurement object you want to move.
- Place the cursor over the object when the pointer changes into ▶ , hold and drag the mouse to move it to the intended place.

4. **Changing the length and orientation of the line segment**

- With the Hand Tool or Annotation Selection Tool selected, select one of the resize corners■ , you will see the pointer change into ⊕ .
- Hold and drag the mouse to change the length and orientation of the line segment.

5. **Flipping the measurement and annotation**

You can reverse measurement and annotation of the object you draw.

Before flipping   *After flipping*

To flip the measurement and annotation of the object, do the following:

- Select the Hand Tool or Annotation Selection Tool .
- Right-click the object you draw > select Flip.

✧ **Working on measurement objects as comments**

The measurement objects can also be used as comments, as a result of which, you cannot only set status, open popup note, delete, reply to the objects, but you can also set properties, and set current properties as default for them.

For the information of how to work on the objects as comments, please refer to the corresponding section of "Chapter 7 – Comments".
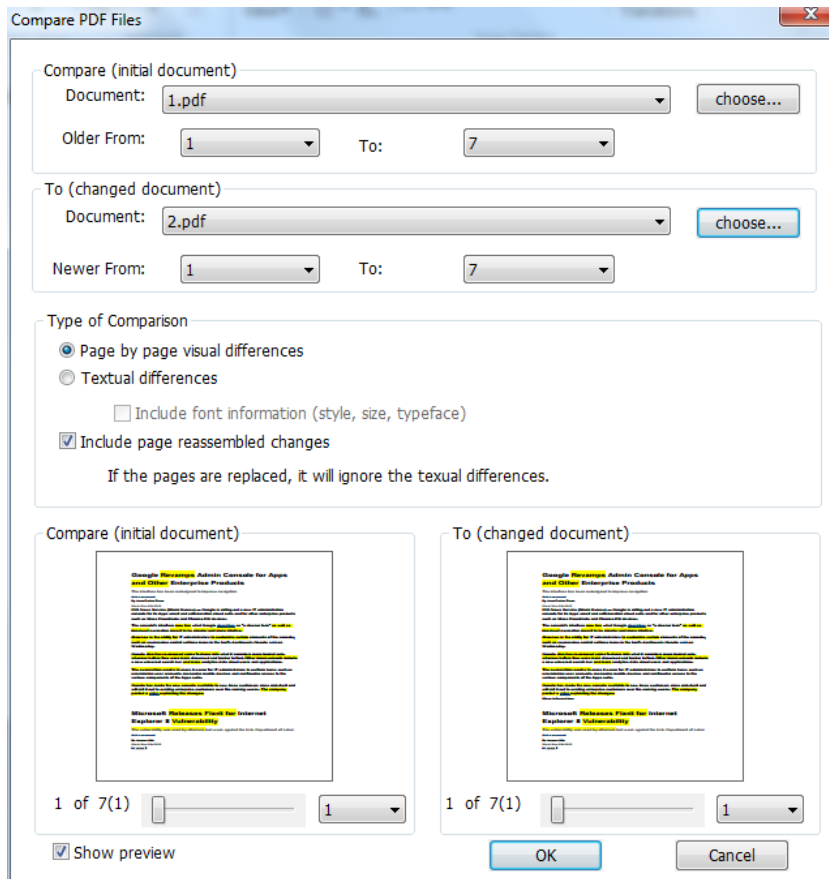
Compare PDF Files

The Document Compare feature lets you see the difference in two versions of a PDF, as well as

select the type of differences you're looking for to verify that the appropriate changes have been made. The Document Compare feature does not compare comments in the PDF.

Comparing a revised PDF to an earlier version

- Choose VIEW > Compare tab > Compare ▤ .

Compare PDF Files dialog box

- Specify the two documents to be compared. Click **Choose…** to select the file and choose the specific pages you want to compare by clicking the list box and selecting the page number.
- Under Type of Comparison:
  Page by page visual differences – Compares by visual differences, including texts, images, annotations, etc.
  Textual differences – Compares texts only between the two documents.
  Include page reassembled changes – If you check this option, the application will automatically ignore the textual differences of the pages that were replaced or inserted and will indicate that the pages are replaced or inserted in the comparison result.

- You can preview pages after you check **Show preview** option. Choose the specific page you

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want to preview by dragging on the page range bar or select the page number by clicking the list box near the range bar.

- Click OK. And then a PDF document named as "The result of Comparison"will be automatically created and displayed with PhantomPDF. And the differences will be classified with different colors.
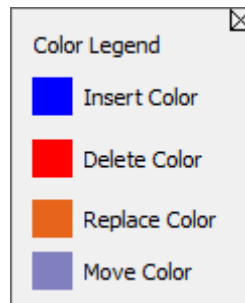
Email Documents

E-mailing documents is a useful feature. You may need to send a PDF file you are reading to the customers to speed up your daily work, or an interesting story that you want to share with your friends.

To e-mail a PDF file, please do the following:

- Choose SHARE > Send to > Email.
- System default e-mail application runs.
- The PDF will be attached in the e-mail automatically.
- Type the subject and e-mail address, and click Send.

Select & Copy

With Foxit PhantomPDF, you can copy texts and images to other applications.

Select and Copy Text

The Select Text tool lets you select horizontal and vertical text or columns of text in a PDF. PhantomPDF sets its each ribbon with hand tool and Select tools for user's convenience. To copy text, click Select Text Tool and do the following:

Select text

- Select a line of text: Drag the cursor toward a line of text you want to select.
- Select a column of text: Put the cursor between the lines, drag toward a column of text and

draw a rectangle over it.

- Select a word: Double-click the word you want to select.
- Select multiple paragraphs through pages: Click at the start of the selection, scroll to the end of the selection without releasing your mouse.
- Select all the text: Press Ctrl + A, or select some text, right-click it and then choose Select All.
- Deselect all the text: Click any area of the text.

Copy text

After selecting the text, do one of the following:

- Right-click the selected text > choose Copy.
- Press shortcut key Ctrl + C.

Paste text

To paste the selected text on Clipboard to another application, please follow the paste command of the specific application.

Copy Images

You can copy and paste individual images from a PDF to the clipboard, to other applications, or to other files.

Take a snapshot of an image

To copy an image, please switch to the Snapshot tool ⬚ SnapShot :

- Choose HOME> Snapshot and the cursor changes into a Cross ⊹ automatically.
- Hold the cursor over the image and drag a rectangle around it.
- You will be prompted that the selected area has been copied to the clipboard.
- (Optional) Right-click the selected area, and then choose Copy Select Graphic.
- Paste the selected image to other applications.

Note: The selected area will be highlighted in blue.

Take a snapshot of a page

You can use the snapshot tool ⬚ SnapShot to copy the entire page. Both text and images will be copied as an image.

- Select the Snapshot tool by choosing HOME> Snapshot.

- Click anywhere in the page, or right-click anywhere in the page and choose "Select All" to copy the entire page.

Tip: To deselect it, please click anywhere in the page.

- You will be prompted that the selected area has been copied to the clipboard.
- (Optional) Right-click the selected area, and then choose Copy Select Graphic.
- Paste the selected image to other applications.

Note: The selected area will be highlighted in blue.

Copy a Combination of Text and Images as an Image

You can use the snapshot tool to copy the all selected content (text, images, or both) to the clipboard or other applications. Text and images will be copied as an image.

To copy a combination of text and images as an image, do the following:

- Select the Snapshot tool by choosing HOME > Snapshot.
- Drag a rectangle around the text and images.
- You will be prompted that the selected area has been copied to the clipboard.
- (Optional) Right-click the selected area, and then choose Copy Select Graphic.
- Paste the selected image to other applications.

Others

Asian Languages

If you try opening PDF files directly that contain Eastern Asian Languages such as Traditional and simplified Chinese, Japanese, and Korean, you can open them with Foxit PhantomPDF directly now. The add-on of Eastern Asian Language has been integrated into Foxit PhantomPDF package, so you won't be prompted to download and install the required language font kits. Foxit PhantomPDF lets you view, search, and print PDF documents with Asian language text.

*Note: To update the Eastern Asian Language font kits, users still have to go to HELP> Check for Update to download and **HELP > Install Update** to install the updated version.*
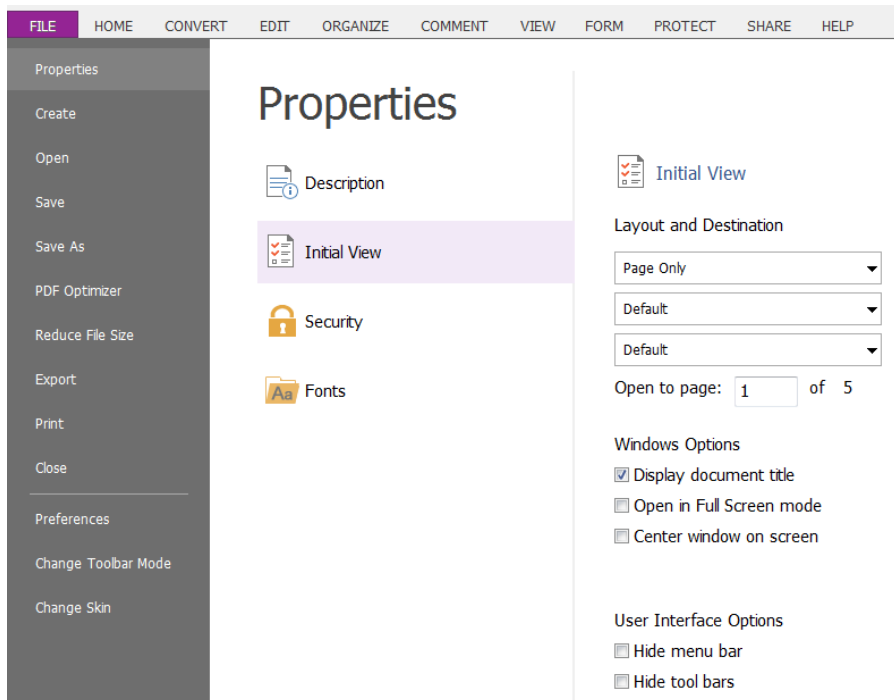
PDF Properties

To view the PDF properties, please choose FILE> Properties. You can acquire all relevant information as follows:

Description

This tab shows some basic information about the document. The title, subject, author, and keywords may have been set by the person who created the document in the source application. You can easily edit the document information within the PDF document, a useful way for searching and indexing files.

Initial View

When a user opens your PDF document, they see the initial view of the PDF. You can set the initial view to the magnification level, page and page layout that you want. If your PDF is a presentation, you may want to set the initial view to Full Screen Mode. After you define the initial view of the PDF, you can add page transitions to selected pages of the entire document.

Initial View tab of the Document Properties

Define the initial view as Full Screen mode

When setting the initial view of a PDF to Full Screen mode, you must define how the document opens.

1. Choose **FILE > Properties**.
2. In the Document Properties dialog box, select Initial View.
3. For best results, do the following:
   ✧ Choose **Page Only** from the Navigation tab menu.
   ✧ Choose **Single Page** from the Page layout menu.

✧ Set **Open to page** to the page on which you want to start the presentation.

4. Select **Open in Full Screen mode** to open the document without the menu bar or toolbar displayed. Click OK. (You have to save and reopen the file to see the effects.)

*Note: Users can exit Full Screen mode by pressing **Esc** if their preferences are set this way. However, in Full Screen mode, users cannot apply commands and select tools unless they know the keyboard shortcuts. You may want to set up page actions in the document to provide this functionality.*

Security

This tab describes security permissions and what functionality is allowed within a PDF. All the security information is listed here if a password has been applied to the PDF.
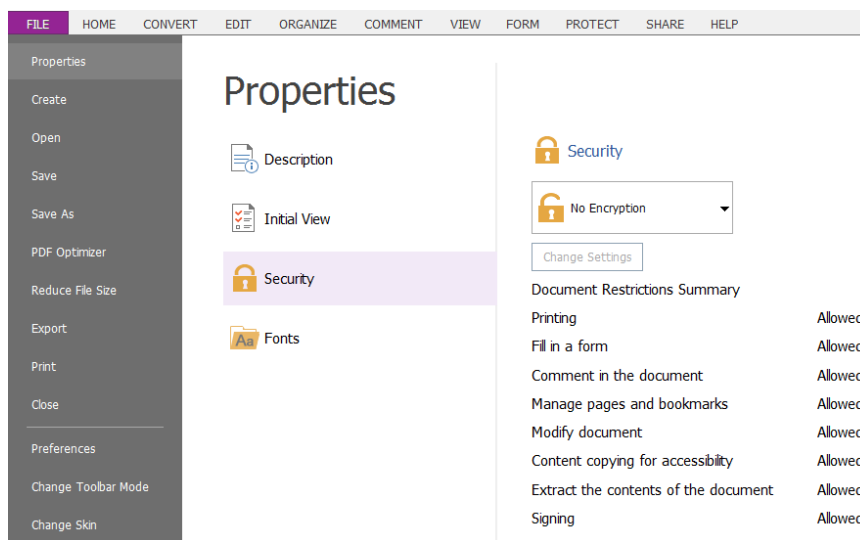
Security tab of the Document Properties

See also "Checking PDF Security"

Fonts

The Fonts tab lists the fonts and the font types used in the original document, as well as the encoding used to display the original fonts.
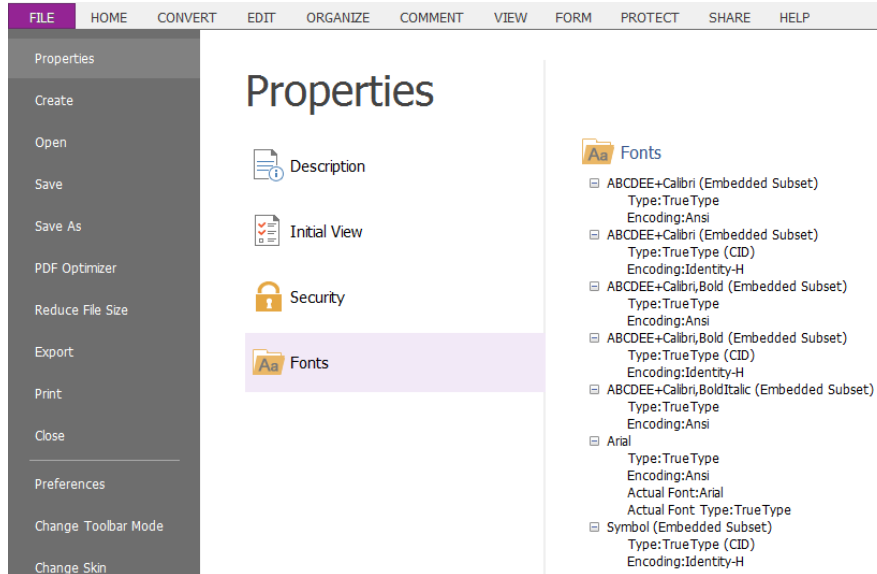
Fonts tab of the Document Properties

GPO

Group Policy (GPO), a feature of the Microsoft Windows NT family of operating systems, is a set of rules that control the working environment of user accounts and computer accounts. It offers the centralized management and configuration of operating systems, applications, and users' settings in an Active Directory environment.

For instructions to use group policy of Foxit PhantomPDF, please see the attached **Foxit PhantomPDF GPO_Manual** . If you cannot open the attachment, please go to FILE > Preferences > Trust Manager > uncheck the Safe Reading Mode.

Chapter 4 – Create

Up to 3 times faster than other PDF tools, Foxit PhantomPDF makes creating PDF and PDF/A documents simple and streamlined. With a click you can quickly convert virtually any kind of file to PDF without having to open the source application.

Create a PDF in Different Ways

With Foxit PhantomPDF, you can easily create PDF files from files in other formats.

One-click PDF Creation from Any File

Foxit PhantomPDF can create any kind of printable files to PDF simply by dragging the file into the program window; alternatively you can use Foxit PhantomPDF to quickly convert files to PDF directly from within Windows® Explorer.

To create a PDF with one click:

- Drag the document you want to convert on to the Foxit PhantomPDF desktop icon .
- If Foxit PhantomPDF is open, drag the file directly into the application window.
- Right click the document icon you want to convert and choose Convert to PDF in PhantomPDF.

Create PDFs in the Foxit PhantomPDF Application Window

Create a PDF from a File

You can create a PDF from Office, email, a web site, or from any file that prints.

1. Launch Foxit PhantomPDF, choose FILE > Create > From File.

2. In the **Open** dialog box, select a file. You can browse all file types when you select All Supported Files (*.xls, *.xlt, …) from the File type menu.

3. Select a file you want to convert and click **Open** to convert the file to a PDF.

4. Type a filename and specify a location in pop-up **Save** dialog box.

Note: Depending on the type of file being converted, a progress dialog box appears and Foxit PhantomPDF opens automatically.

Create a PDF from multiple files

You can easily merge files of different types into a single PDF.

1. Choose FILE > Create > From Multiple Files, or choose CONVERT > Create > From Files > From Multiple Files.
2. In the **Convert Multiple Files** dialog box, click **Add Files…** to select the files you want to combine.
3. Adjust the order of files as desired by using Move Up/Down, click the title of the table or drag and drop the change the file order.
4. Choose a type of converted PDF files and click **Convert**:

*   Convert multiple files to PDF files –All the files will be converted to different PDF files.
*   Merge multiple files into a single PDF file– All the files will be converted to a single PDF file

Tip: *Foxit PhantomPDF uses original filename as a bookmark as default when combining multiple files into a single PDF.*

Create a PDF from a blank page

You can create a PDF from a blank page rather than beginning with a file, a clipboard image, or scanning.

1. Choose FILE > Create >Blank, or choose CONVERT > Create > Blank.
2. Choose EDIT > Edit Content > Add Text tool or COMMENT > Typewriter > Typewriter.
3. Double click the blank page to start typing the text you want to add to the blank page.
4. As needed, select other tools and options that you want to apply to the PDF.
5. Choose FILE > Save, and select a name and location for the PDF file.

Create a PDF from Clipboard

You can create a PDF directly from your clipboard.

1. Choose FILE > Create > From Clipboard, or choose CONVERT > Create > From Clipboard.
2. The texts or images in the clipboard will be converted to a new PDF file.

Create a PDF in Other Applications

Foxit PhantomPDF enables you to create intelligent PDF files from other applications such as Microsoft Office, automatically keeping bookmarks, links, hyperlinks, outline and more during creation in word files.

Microsoft Office

In Microsoft Office 2007/2010/2013, Foxit PhantomPDF appears as a tab, allowing you to quickly create PDF files and change your conversions settings with just a few clicks.

✧ **Microsoft Word and PowerPoint**

To create a PDF in Microsoft Word and PowerPoint, please do as below:

Open a file in Microsoft Word or PowerPoint, click **Foxit PDF** tab and do one of the following:

- To create a PDF using the current settings, click **Create PDF** . Then enter the file name, specify the location and click **Save**.

- To create and email a PDF using the current settings, click **Create PDF and Email** . Then enter the file name, specify the location and click **Save**. The created PDF file will be attached to your mail system automatically for you to send out.

- To change your PDF conversion settings, click **Setting** . In the **Settings** dialog box, select the desired options and click **OK**.

Tip: Refer to Setting Foxit PhantomPDF Printer Properties for information on the PDF conversion options available from within Microsoft Office programs.

In Microsoft Word 2000 and 2003, Foxit PhantomPDF appears as a group of toolbar options.

✧ **Microsoft Excel**

To create a PDF in Microsoft Excel, please do as below:

Open a file in Microsoft Excel, click **Foxit PDF** tab and do one of the following:

- To create a PDF using the current settings, click **Create PDF** . In the pop-up Foxit PhantomPDF Creator dialog box, select the conversion range and click **Convert to PDF**. Then enter the file name, specify the location and click **Save**.

- To create and email a PDF using the current settings, click **Create PDF and Email** . In the pop-up Foxit PhantomPDF Creator dialog box, select the conversion range and click **Convert to PDF**. Then enter the file name, specify the location and click **Save**. The created PDF file will be attached to your mail system automatically for you to send out.

- To change your PDF conversion settings, please refer to "<u>Microsoft Word and PowerPoint</u>".

Windows Notepad

1. Open a .txt file.
2. Select from main menu **File > Print**.

Internet Explorer

1. Run your Windows web browser, open a website or stay on a web page.
2. Select from main menu **File** > **Print.**
3. Select **Foxit PhantomPDF Printer** from the Pinter list;
4. If you need to deploy printing settings, click the **Preferences** button on the right (Refer to *Setting Foxit PhantomPDF Printer Properties*).
5. Click **OK**;
6. A dialog box will pop up for you to specify the folder and file name of the PDF document to be generated, after done, click **Save** button.

Outlook Express

1. Run your Email client software, open an E-mail by clicking its title.
2. Select from main menu **File**> **Print.**
3. Select **Foxit PhantomPDF Printer** from the Printer list.
4. If you need to deploy printing settings, click the **Preferences** button on the right (Refer to *Setting Foxit PhantomPDF Printer Properties*).
5. Click **OK**.
6. A dialog box will pop up for you to specify the folder and file name of the PDF document to be generated, after done, click **Save** button.

Create a PDF using the Print command

Foxit PDF Printer works like a standard printer, so you can use it to print your files from any windows applications as if you would print to a real printer.

1. Open the file in its authoring application.

2. Choose FILE > Print.

3. Select the printer named Foxit PhantomPDF Printer, and click OK button to start printing. After the printing is finished, the generated PDF file will be opened directly.

4. You can click FILE > Save to save the PDF file. Specify the name of the PDF file and where to

store. Click **Save**.

5. Or you can just close the generated PDF and click **No** in the pop-up message to prompt you whether to save the PDF file.

Foxit PhantomPDF supports to append newly generated PDF files to a previously generated one which are created by **Print** command in other application using Foxit PhantomPDF Printer. More details please refer to the steps below.

1. Do some settings to Foxit PhantomPDF. Run and open the application window. Click FILE > Preferences > Documents > uncheck Allow Multiple Instances, if it is checked. And click FILE > Preferences > Create PDF > check **Insert printed PDF into previous generated one, exclude the PDF files created from PhantomPDF application**.

2. Open the file you want to convert to PDF and use the Print command to generate a new PDF. The generated PDF file will be opened automatically with PhantomPDF. A Print Job pane appears in navigation panel and the name of the file will be displayed on the pane. Do not close and save the PDF file.
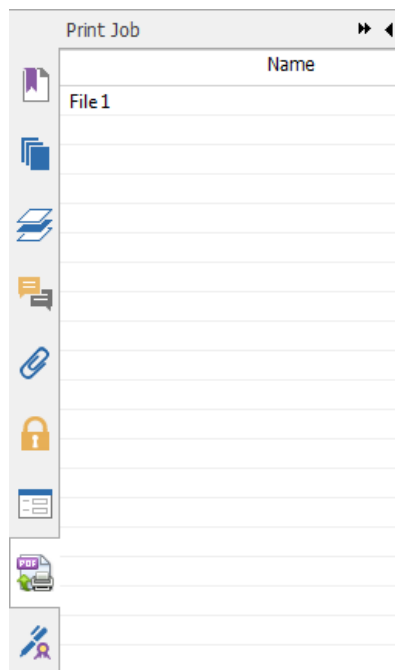
3. Open another file you want to append to the PDF file generated on Step 2. Convert the file with Print command to PDF.

4. You will see that the name of the file in Step 3 is also added to the Print Job pane. That is to say, the generated PDF file on Step 3 is appended to the generated PDF file on Step 2.
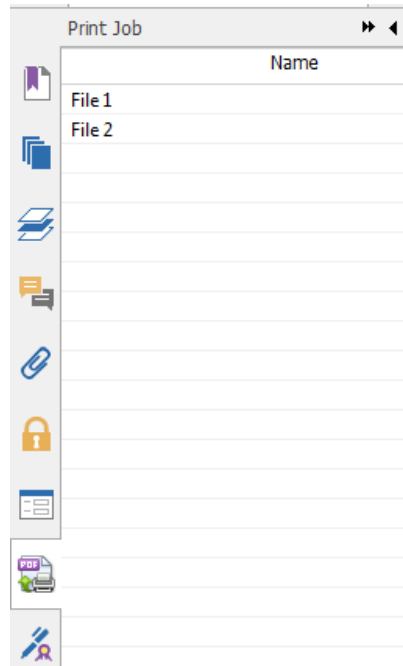
5. Click FILE > Save. In the pop-up Save As dialog box, specify the name and location and click Save.

Create a PDF using Print to Evernote

Foxit PhantomPDF adds a new printer "Print to Evernote" after installation. This feature enables you to send the PDF file as an attachment to the Evernote as well as creating a PDF as Foxit PDF printer does.

To create a PDF using Print to Evernote, do as below:

1. You should sign in an Evernote account online and install the Evernote application.

2. Open the file you want to convert to PDF format, choose FILE > Print > Print to Evernote.

3. Set the print properties and then click Print. Name the PDF file and specify the storage location.

4. You will see the PDF file is created and also attached to your Evernote.

Create a PDF using Scanner

Foxit PhantomPDF provides you with an easy way to create a PDF directly from a paper document using your scanner. In total there are three methods for you to scan paper documents to PDFs: Quick Scan, Custom Scan and Scan by the configured presets.

Quick Scan:

Foxit PhantomPDF allows users to create PDFs from scanner with just one click.
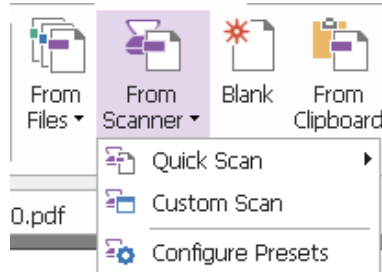
● Choose CONVERT > Create > From Scanner > Quick Scan > choose one scanner.
● A dialog box will pop up upon completion. You can click **Yes** to continue scanning more pages, or click **No** to complete scanning.
● Choose FILE > Save, and specify a name and location for the created PDF file.

Note: By Quick Scan, PDFs will be created by default settings.

Custom Scan

You can specify the scanning options and scan paper documents to PDFs at your command.

To custom scan paper documents to PDF:

1. Choose CONVERT > Create > From Scanner > Custom Scan.
2. Select the input, output, and documents options in the Custom Scan dialog box, and then click Scan.
3. If creating a new PDF, specify a filename and location, and click Save.
4. Select "Continue Scan (put next paper)" to scan next paper if you like.
5. Select "Finish Scanning" and click OK to exit.
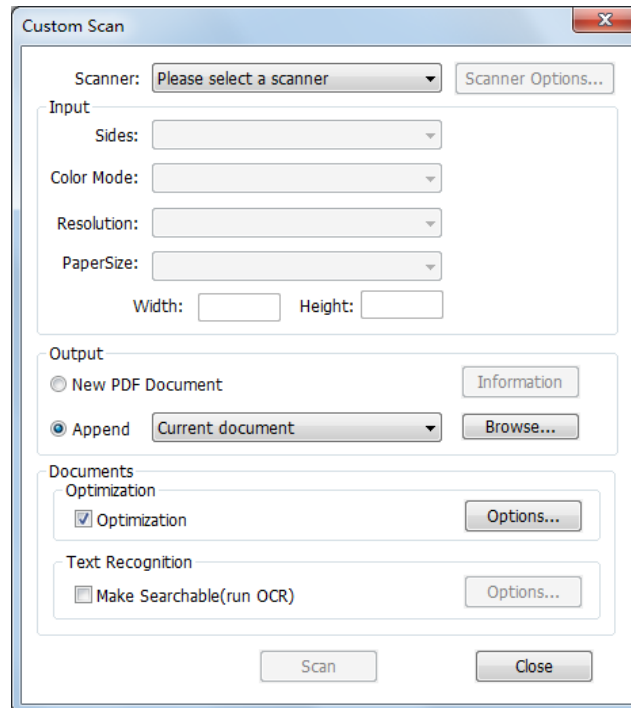
Custom Scan dialog box

- **Scanner:** select an installed scanner. You must have the manufacturer's scanning software installed on your computer.

  Scanner Options (Windows only): click to open the Scanner Options dialog box. (Available only after you select a scanner.)

  - **Transfer Mechanism**: Native mode transfers data by default in your scanner. Buffered memory mode scans in resolutions of over 600DPI.
  - **User Interface:** Hide scanner's interface option bypasses the windows and dialog boxes provided by the scanner manufacturer. Instead, scanning from Foxit opens the Foxit Scanner dialog box.
- **Input**

  Sides: choose single-sided or double-sided scanning.

  Color Mode (Windows only): select a basic color mode (Color, Black and White, or Grayscale) supported by your scanner. This option is enabled if your Scanner Options are set to use the Foxit scanning dialog box instead of the scanner application.

  Resolution (Windows only): select a resolution supported by your scanner. This option is enabled if your Scanner Options are set to use the Foxit scanning dialog box instead of the scanner application.

  Note: If you select a Color Mode or Resolution option not supported by your scanner, a message appears and your scanner's application window opens, where you can select

different options.

Paper Size (Windows only): select a paper size or specify a custom width and height.

● **Output**

New PDF Document: select this to create a new PDF; deselect it if you want to append the scanned page to an existing PDF.

Append: select this if you want to add the converted scan to an existing PDF. Click Browse to find and select another PDF.

● **Documents**

Optimization: click Options to customize compression and filtering. The **Optimization Options** dialog box for image settings controls how scanned images are compressed for the PDF. Default settings are suitable for a wide range of document pages, but you may want to customize settings for higher quality images and smaller file sizes.
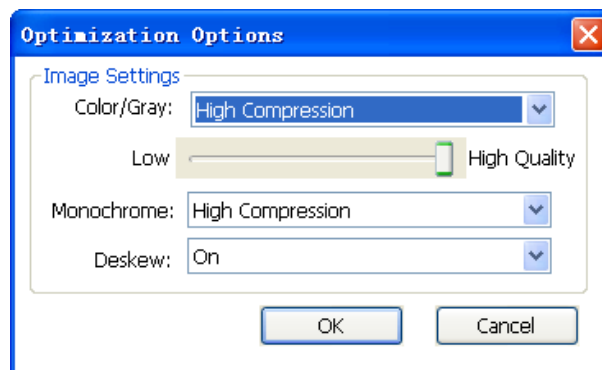
Color/Gray settings: when scanning color or gray pages, select one of the following:

✧ **High-Compression**: applies image compression in high-quality with small size.**(Available in *Business* Only)**
✧ **JPEG:** applies JPEG compression to the entire gray or RGB input page.

Low/High Quality: drag the slider to set the balance point between file size and quality.

Monochrome: when scanning black-and-white or monotone images, select one of the following:

✧ **High-Compression:** applies to high-quality with small size compression.
✧ **CCITT Group 4:** applies CCITT Group 4 compression to black-and-white input page images.
✧ **JBIG 2:** an image compression standard for bi-level images which is suitable for both lossless and lossy compression.

Text Recognition: see "Recognize Text".

Scan by the Configured Presets

You can configure scan parameters or options and save several presets. When you are ready to scan you can choose one of the presets with just one click.

◇ **Configure presets**

To configure a new preset, please do as the following:

1. Click CONVERT > Create > From Scanner > Configure Presets. A Configure Presets dialog box pops up.
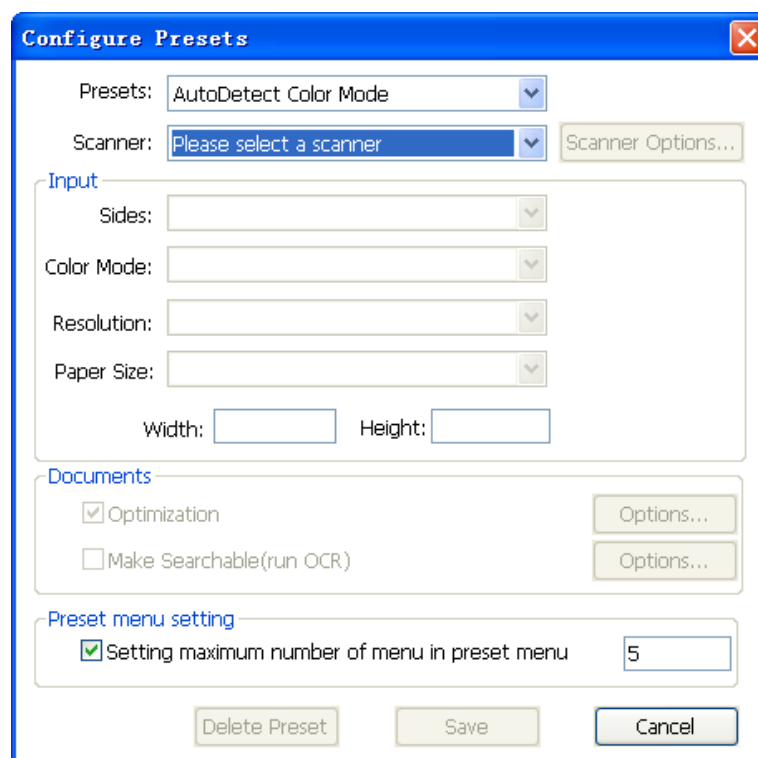
2. Select **New Preset…** in the list box of Presets item, and specify the name of the preset.

3. Select a scanner and then select the settings of Input and Documents items (See also "Custom Scan").

*Tip: For the option of **Make Searchable (run OCR)**, please refer to "Recognize Text".*

4. For the **Preset menu setting** item, you can set the maximum number of presets in Presets menu.

✧ **Scan by the configured presets**

1. Click FILE > Create > From Scanner and select a scanner and a preset.
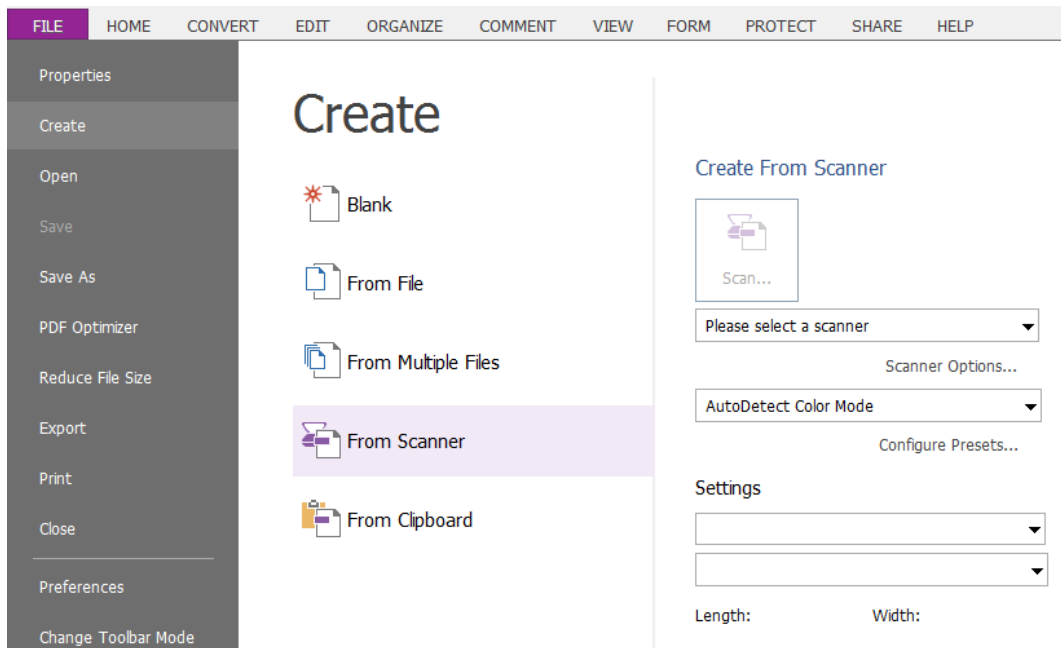
2. Click Scan button. After scanning is finished, you can choose to continue scanning or stop. Then specify a name of the created PDF file and the location. And click Save to finish.

Create a table of contents from bookmarks

You may want to conveniently create a table of contents from existing bookmarks for a hierarchy structure when viewing a PDF file. Foxit PhantomPDF offers two ways to create a table of contents. The new table of contents page will be inserted as the first page of the PDF.

- To create a table of contents when merging multiple files into a single PDF file, please select "Add a new table of contents page converted from bookmarks" in the Convert Multiple Files dialogue box. The table of contents page will be created from the filenames of the selected files.

- To create a table of contents in a current PDF, please click the button on the bookmark panel. The table of contents page will be created from the bookmarks of the current PDF.

Chapter 5 – Edit

Foxit PhantomPDF not only provides general editing features, but also provides an advanced Editor for professional PDFs editing.

Advanced Editing Features (Available in *Business* Only)

For advanced editing features, you need to install Foxit PhantomPDF Business Edition. There are two applications in Foxit PhantomPDF Business Edition**, PhantomPDF main application** and **PhantomPDF Advanced Editor.** The Foxit PhantomPDF Advanced Editor will be installed automatically and the icon of it will be added once the installation of PhantomPDF Business Edition finishes.

With the Foxit PhantomPDF Advanced Editor, the only REAL editor for PDF files allows you to easily and efficiently change contents in any existing PDF files. You can select, insert, change, remove, rotate, copy and paste texts, images, graphics and shadings. You can insert, import, delete pages or design page layout. After you finish editing, you can print out the result PDF file, save it to overwrite the original file or create a new file. To trigger the advanced PDF Editor, please do the following:

• Select Start > All Applications > Foxit PhantomPDF > Foxit PhantomPDF Advanced Editor.

For the detailed features usage, please refer to Foxit PhantomPDF **Advanced Editor User Guide** . (Please simply double click on the File Attachment icon to open the attached Advanced Editor User Guide.)

Note: If you are warned that the User Guide is set to be not allowed to open because you're currently in safe reading mode, please go to FILE > Preferences > Trust Manager to disable the safe reading mode.

General Editing Features

You can use general editing features to create bookmarks, add links, attach files, add images, play and insert multimedia files, undo and redo the previous action, as well as run JavaScript on PDF files. You can go to **EDIT** menu directly to use these general editing features.

Undo and Redo

When making quick adjustments to your document, you may want to undo or redo the most recent action performed. You can undo and redo up to 10,000 actions in Foxit PhantomPDF.

Undo your last action

- Click Undo ⟳ on the Quick Access toolbar of Foxit PhantomPDF window.

- Press Ctrl + Z.

Note: Some actions can't be undone, such as clicking any command on the File menu. If you can't undo an action, the Undo command will be grayed out ⟳ .

Redo actions

- Click Redo ⟳ on the Quick Access toolbar of Foxit PhantomPDF window.

- Press Shift + Ctrl + Z.

Header & Footer, Watermark & Background to PDFs

Add Header/Footer, Watermark/Background to PDFs with Text, image and PDF, making your PDFs more professional and help you to easily view, navigate watermark and place marks on documents.

Header & Footer

◇ **To add a new header & footer, please do the following:**

1. Choose ORGANIZE > Page Marks > Header &Footer > Add.
2. Edit the text of header & footer in the "Add Headers and Footers" dialogue box.
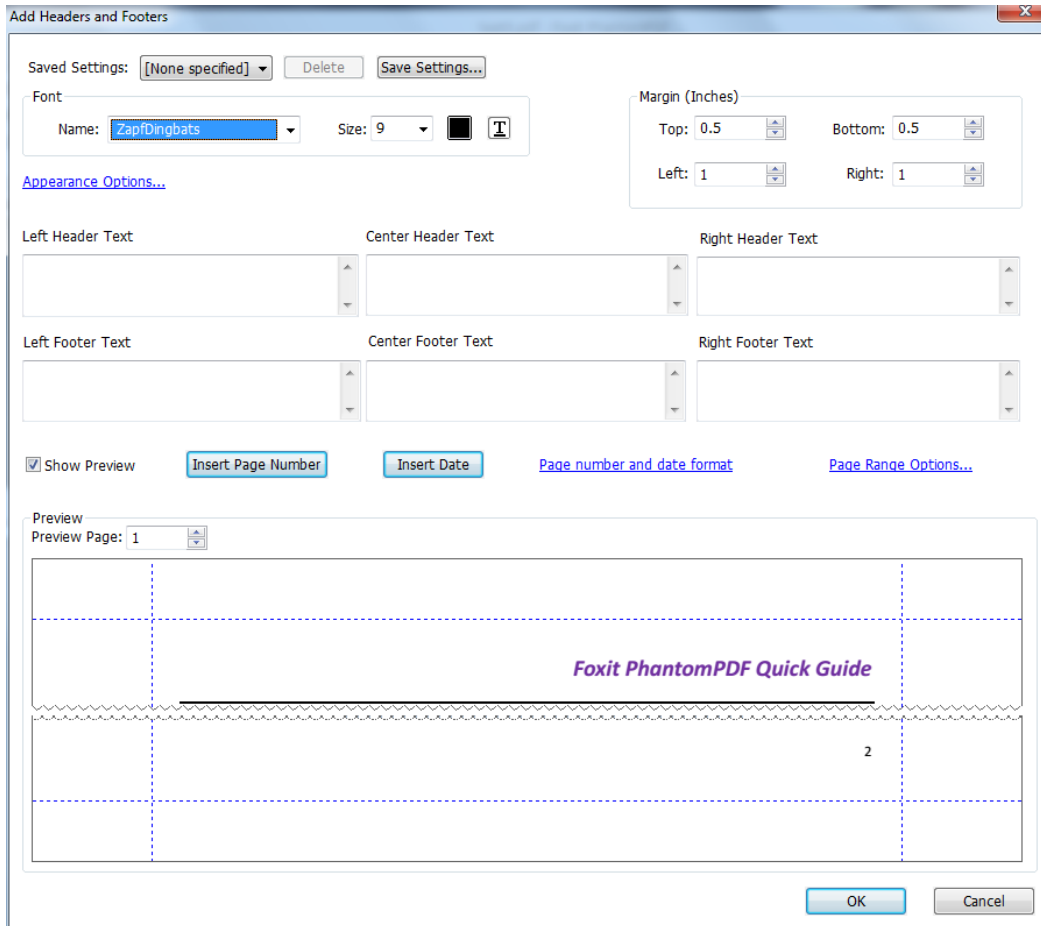
Add Headers and Footers Dialog Box

3. Click **Save Settings** at the top of the dialog box to save the current settings as a profile which can be applied directly to future documents.
4. Click OK to activate the operation.

✧ **To update the header & footer, please do the following:**

1. Choose ORGANIZE > Page Marks > Header &Footer > Update.
2. Update the content in the "Update Headers and Footers" dialogue box.
3. Click OK to activate it.

✧ **To remove the header & footer, please do the following:**

1. Choose ORGANIZE > Page Marks >Header &Footer > Remove.
2. Click "Yes" in the pop-up message box.

Background

✧ **To add a new background, please do the following:**

1. Choose ORGANIZE > Page Marks >Background > Add.
2. Edit the background in the "Add Background" dialogue box.

   - Choose one color as the background, or add the file from your computer via clicking the browse button. If the file has many pages, you can select one of them.
   - Set the appearance by choosing the rotation degree, the opacity. You also can choose to make the scale relative to target page or not. Click "Appearance Options" to set when to display the background.
   - Set the vertical and horizontal distance between the target page and the background.
   - Choose the page range to play the background. You can select all pages or specify the page range, or choose even pages or odd pages via clicking the right items in the subset list.
   - Check or uncheck the **Show Preview** option to preview the changes or not.
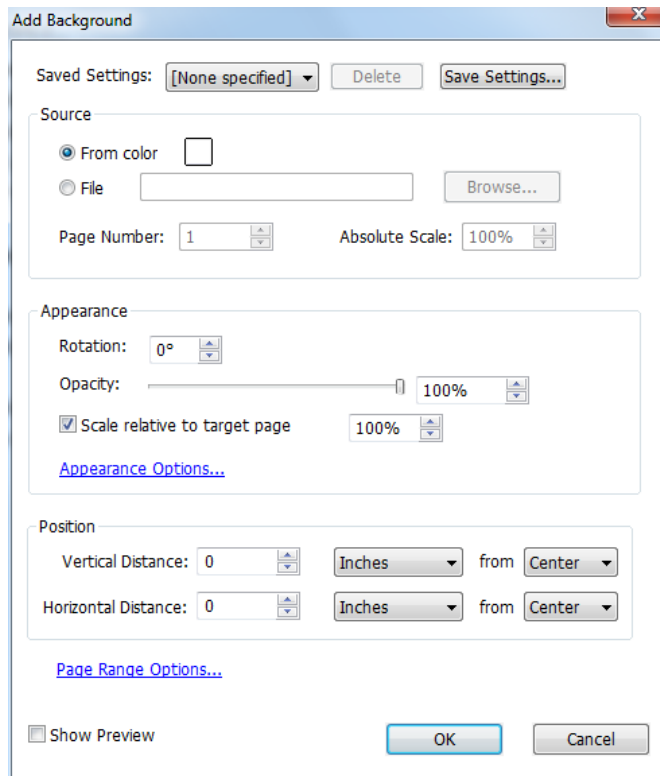
3. Click **Save Settings** at the top of the dialog box to save the current settings as a profile which can be applied directly to future documents.
4. Click OK to activate it.

✧ **To update the background, please do the following:**

1. Choose ORGANIZE > Page Marks > Background > Update.
2. Update the content in the "Update Background" dialogue box.
3. Click OK to activate it.

✧ **To remove the background, please do the following:**

1. Choose ORGANIZE > Page Marks > Background > Remove.
2. Click "Yes" in the pop-up message box.

Watermark

✧ **To add a new watermark, please do the following:**

1. Choose ORGANIZE > Page Marks > Watermark > Add.
2. Edit the watermark in the "Add Watermark" dialogue box.

- Input the text as the background and choose the font, size and the color, or add the file from your computer via clicking the browser button. If the file has many pages, you can select one of them.
- Set the appearance by choosing the rotation degree, the opacity. You also can choose to make the scale relative to target page or not. Click "Appearance Options" to set when to display the watermark.

  ➢ If you choose the "appear behind page", the page content will obstruct your view of some part of the watermark.
  ➢ If you choose the "appear on the top of page", the watermark will cover some content, but you can adjust it via setting the opacity of the watermark.

- Set the vertical and horizontal distance between the target page and the watermark.
- Choose the page range to play the watermark. You can select all pages or specify the page range, or choose even pages or odd pages via clicking the right items in the subset list.
- Check or uncheck the Show Preview option to preview the changes or not.
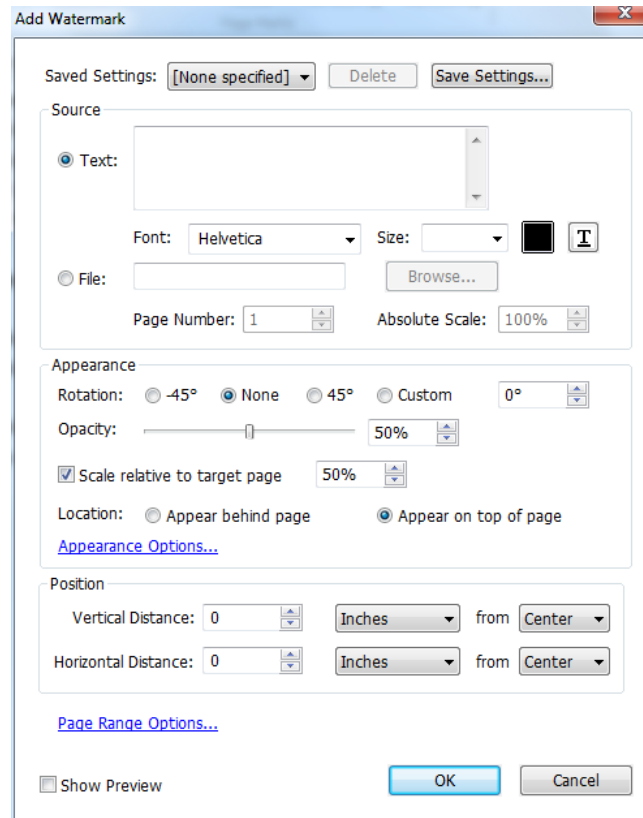
3. Click **Save Settings** at the top of the dialog box to save your current settings as a profile which can be applied to other documents directly next time.
4. Click OK to activate it.

✧   **To update the watermark, please do the following:**

1. Choose ORGANIZE > Page Marks > Watermark > Update.
2. Update the content in the "Update Watermark" dialogue box.
3. Click OK to activate it.

✧   **To remove the watermark, please do the following:**

1.   Choose ORGANIZE >Page Marks >Watermark > Remove.
2.   Click "Yes" in the pop-up message box.

Bates Numbering

What's Bates Number?

Bates numbering is used in the legal, medical, and business fields to place identifying numbers and/or date/time-marks on images and documents. These numbers may be solely numeric or may contain a combination of letters and numbers. It is a unique serial number attached to every page of a document collected and is also a method of indexing legal documents for easy

identification and retrieval.

Add Bates Number

1. Choose ORGANIZE > Page Marks > Bates Numbering> Add.
2. In the "Add Bates Numbering" dialog box, add the files, folders or opened files by clicking Add Files, Add Folders or Add Open Files. In the files list, you can change the order by clicking Move Up or Move Down and delete a file by clicking Remove.
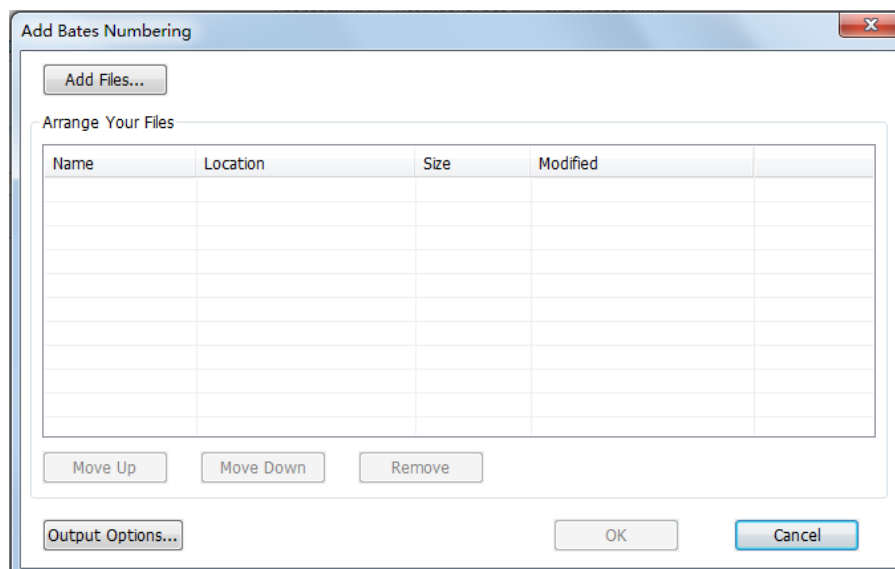
3. Click Output Options. Here, you can set the target output folder, name the file and create the log file in the dialogue box. Click OK to exit the box after completing these settings.
4. Click OK and a dialog box to add Headers and Footers will pop up for you to insert Bates Number on the PDF documents.
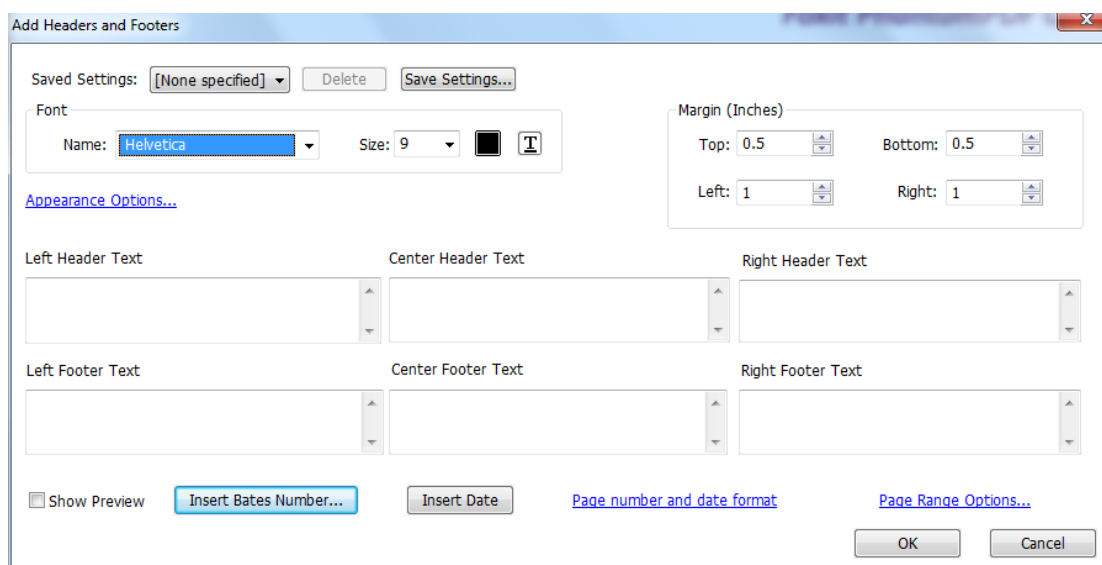
- Click **Insert Bates Number…**
- Another dialog box will appear for setting the number of digits used, the start number, and the prefix/suffix, if needed. Click OK to finalize the setting.
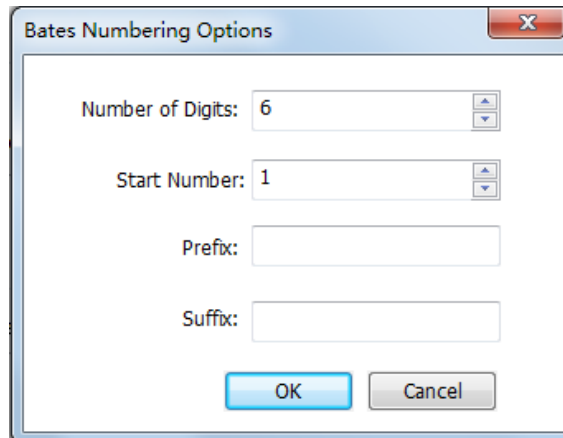
- Click **OK** button.

Remove Bates Number

Choose ORGANIZE > Page Marks > Bates Numbering > Remove.

Adding Logical Page Number

If your PDF file contains front matter like document cover and copyright page, the page numbers on the document pages (i.e. printed page number) may not start from the document cover but from the body pages. You may need to synchronize the page numbers displayed below the page thumbnails (i.e. logical page number) with printed page numbers. Foxit PhantomPDF enables users to add logical page numbers to meet different needs.

To add custom logical page number, please do as below:

1. Click ORGANIZE > Page Marks tab > Edit Page Numbering . Or right-click a page thumbnail and select **Edit Page Numbering…**.
2. In the Page Numbering dialog box, specify a range of pages you want to number and set the style of page number and the number you want to start at. You can also add a prefix to the number, like adding a letter "P" before the number. You can preview the result viewing the **Sample** at the bottom of the dialog box.
3. If you need to continue the numbering sequence from previous pages without interruption, please check **Extend numbering used in preceding section to selected pages**.
4. Click OK to finish.
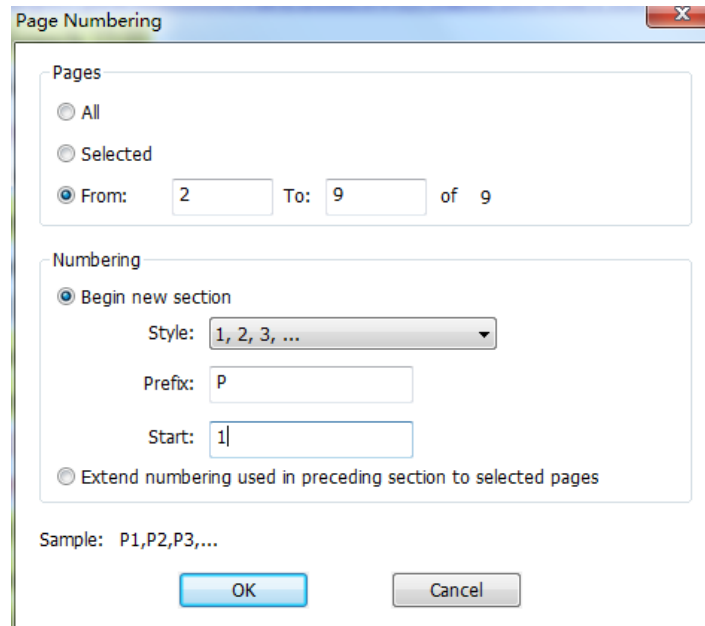
Page Numbering dialog box

Links

This function helps you to lead the readers to related articles, references, or the intended web page.

Generally speaking, there are three options of links for you: rectangle link tool 🌐 Link ,

Weblinks 🔗 and Bookmark 📄 in Foxit PhantomPDF.

Rectangle Link

Add a rectangle link

Rectangle Link tool enables you to add a link with the shape of rectangle on the PDFs.

To add a rectangle link, please do the following:

- Choose EDIT > Links > Link 🌐 Link .
- Position the cursor on the place you want to add the link, hold and drag your mouse button to draw a rectangle.

Tip: To draw a square link, press Shift key when you hold and drag your mouse button.

- Pops up **Create Link** dialog box. Specify the appearance and destination of the link.

  - *Appearance*

  A. Thickness – the thickness of the four sides of the rectangle. The higher of the value, the thicker of the sides. You can choose the thickness from 0-12, while the default is 1.
  B. Border Style – the style of the rectangle's border. There are three types of the border styles:

  Solid: the border is solid, but not hollowed out.

  Dashed: the border is drawn as a dashed line.

  Underline: the sides are visible except the underline.

| **Solid Style** | **Dashed Style** | **Underline Style** |

Three types of border style

  C. Highlight - the effect when you click the rectangle link. There are four types of the highlighting effects:

  None: doesn't change the appearance of the link.

  Invert: changes the link's color to its opposite.

  Outline: changes the link's outline color to its opposite.

  Inset: creates the appearance of an embossed rectangle.
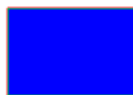
| **None** | **Invert** | **Outline** | **Inset** |

Four types of highlight

  D. Color - the border color of the rectangle. Click the color button to choose any colors you like, or you may choose Other Color to add a customized color. The default color is red.
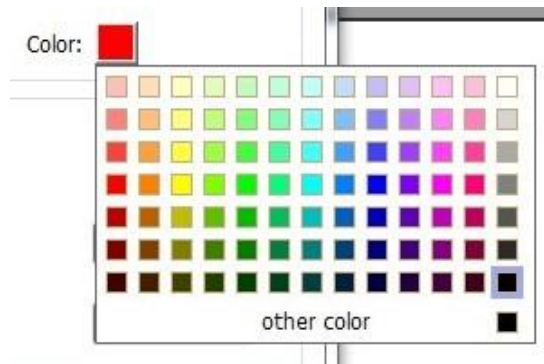
Choose the color

- ***Destination***

The destination refers to any point or location, for example, a web page, a named file or position the link goes to. There are four options for you to choose:

A. Go to a page view – designate the link to a specific page view. Not only can you designate the link to a page in the current PDF, but you can also set the link to the page in another PDF. Also, you may change the current zoom setting and then set the position.

To go to a page view, choose this option, click the Next button and do one of the following:

✧ Set the position in current document – scroll the current document, go to a new position where you want to set and click **Set** this position.

✧ Set the position in another PDF document – click the **Open** button 📂 on the Quick Access toolbar of the application window > select the PDF you want to set position > scroll this document and go to a position where you want to set > click Set this position.

Note: The new PDF document should be opened in the existing window but not a new window.

✧ Change the view magnification -- scroll in the current document or another document > go to a new position where you want to set > change the magnification of the position > click Set this position.

✧ Click **Cancel** to cancel out of your operation.

B. Go to a named position – designate the link to a named position that has been set by the creator of the current document.

To go to a named position, choose this option and click the Next button > select a named position for the pop-up list > click OK.

Note: An empty pop-up list indicates that no position has been named by the document's

creator.

C. Open/execute a file – designate the link to open another file. To do this, please follow the steps below:

✧ Choose Open/execute a file > click the Next button > select the destination file and click Select.

D. Open a web page – designate the link to open a web page. Do the following:

✧ Choose Open a web page > click the Next button > enter the URL of the destination web page or click the drop-down button to select a web site you have opened before.

E. Others (use action property page) – add an action to the link. Please refer to <u>"Actions tab for the button properties"</u> for more details.

Move or resize a link

You can move and resize the link after you create it.

● Select one of the link tools or the Annotation Selection Tool　　, and then move the cursor over the link untill the cursor turns into a triangle.
● Then do one of the following:

   A. To move the link, drag it to the desired area.
   B. To resize the link, drag any corner point to adjust.

Delete a link

● Select one of the link tools or the Annotation Selection Tool　　, and then move the cursor over the link untill the cursor turns into a triangle.
● Select the link you want to delete.
● Press the Delete key.

Weblinks

Foxit PhantomPDF allows users to check URLs in the PDF document automatically and add link annotations directly to the related URLs.

Create web links from URLs

To create web links, please do as following:

1. Click **EDIT** > **Links** > **Create links from URLs** . A message box will pop up to prompt you whether to proceed because the operation cannot be undone. Click **Yes** to continue.

2. In the pop-up **Create web links** dialog box, choose **All** to create links from all URL in the document, or choose **From**…**To** and enter a page range to create links on selected pages.

3. A message box will pop up to prompt you how many web links were added to the document.

To remove all web links, choose **EDIT** > **Links** > **Remove all links** .

Bookmark

Please refer to "Add a bookmark".

File Attachments

You can attach PDF files and other types of files to a PDF. There are two options for you to add an attachment: attaching a file as a comment and attaching a file to the entire PDF. An attached file as a comment will appear in the page with the File Attachment icon by default, while the attached file to the PDF file acts invisible and only can be seen when you click the Attachment pane in the navigation pane.

Add a file as a comment

1. Choose COMMENT > Pin > File.
2. Position the cursor to the place where you want to attach a file as a comment > click the selected position.
3. In the Add Attachment dialog box, select the file you want to attach, and click Open.

   Note: If you try to attach certain file formats (such as EXE), Foxit PhantomPDF warns you that your attachment is denied because of your security settings.

4. The File Attachment Icon appears at the place you designated in the PDF file.

Work on the attachment comment

You can open the attachment, add a description, move and delete it, and set the preferences.

   ✧   **Open an attachment**

Select the Hand Tool 🖐 or Annotation Selection Tool 🔍 and do the following:

1. Double-click the File Attachment icon 📌 .
2. In Open file attachment dialog box, select one of the three options and click OK.
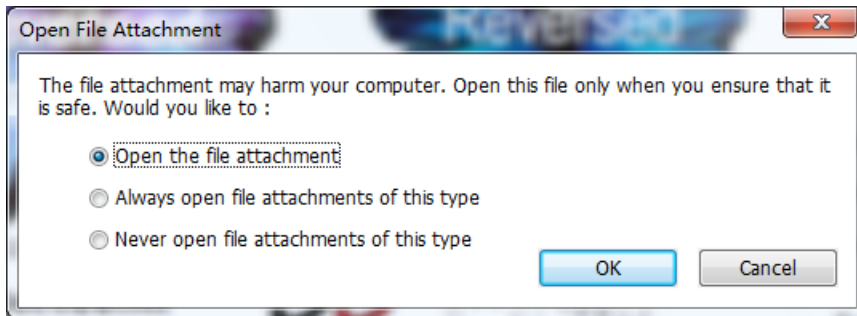
Open file attachment dialog box

A. Open the file attachment – open this file attachment and the dialog box will always pop up when you double-click the File Attachment icon.
B. Always open file attachments of this type – open this file attachment and the files of this type will be opened automatically when you double-click the File Attachment Icon next time.
C. Never open file attachments of this type – forbid to open the file attachments of this type. Whenever you double-click the File Attachment Icon, the files of this type will be forbidden to open and you'll be prompted that "File attachment of this type cannot be opened because of your security settings".

See also "Doing security settings".

*Note: If you are in Safe Reading Mode, you cannot choose the way to open the attached file. Please go to FILE > Preferences > Trust Manager to check if the **Enable Safe Reading Mode** option is checked or unchecked.*

✧ **Move a file attachment icon**

Select the Hand Tool 🖐 or Annotation Selection Tool 🔍, click and drag the File Attachment Icon to move it to other place.

✧ **Delete an attachment comment**

Select the Hand Tool 🖐 or Annotation Selection Tool 🔍, and do one of the following:

- Right-click the File Attachment icon and choose Delete.
- Click the File Attachment icon and press Delete key.

✧ **More options with an attachment comment**

You are able to work on the attachment comment just like an ordinary comment, including set status, mark with checkmark, open popup note and add some descriptions, reply to the comment, and change the icon's appearance. For all the operations, please refer to "Chapter 7 – Comment".

Add a file to the entire PDF as an attachment

1. Click the attachment button on the navigation pane and click **Add** button , or choose **EDIT** > **Insert** > **File Attachment** .
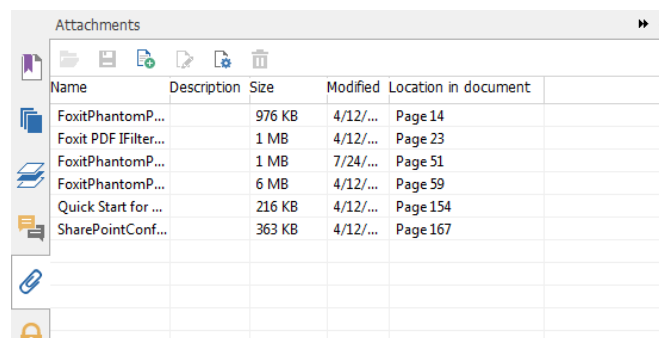
2. In the Add Attachment dialog box, select the file you want to attach, and click Open.
3. The added document will be displayed in the attachment panel.

Tip: An easy method to add a file attachment to PDFs, you can just drag and drop the file you want to attach to the attachment panel. Foxit PhantomPDF will pop up a window to ask you whether to attach the selected file to current PDF document. Click OK to complete the operation. Check "Always attach file when dragging files to the attachment panel" option and the next time you the file will be attached directly without this pop-up window.

✧ **Work on the attachments**

You can open, save, edit descriptions, delete and do settings to the attachments. Click the attachment button on the navigation pane > Open button /Save button /Add button /Edit Description button /Settings /Delete button .


Attachments Panel

✧ **Security settings**

To change the security settings you have set when you open the attachment file as a comment,

Click the Settings button ⬚ in the Attachment Panel and do one of the following:

- To add a new extension, click the Add button to input the file extension in the Security Settings dialog box.
- To delete an extension, click one of the existing extensions and click the Delete button.
- To change the settings of how to open the attachments of the type, choose one of the three options listed.
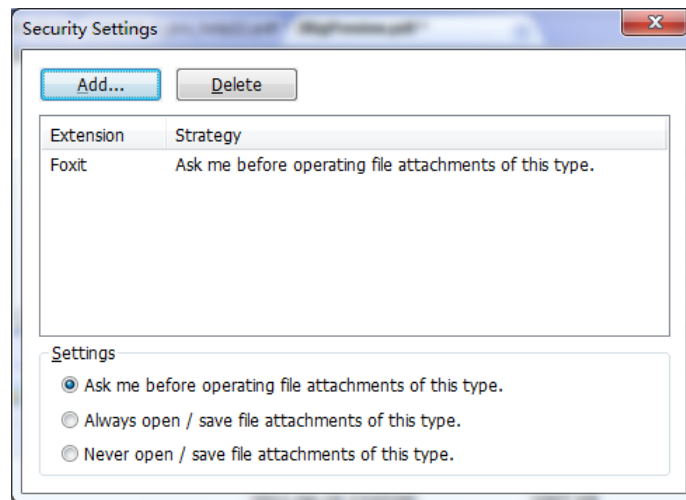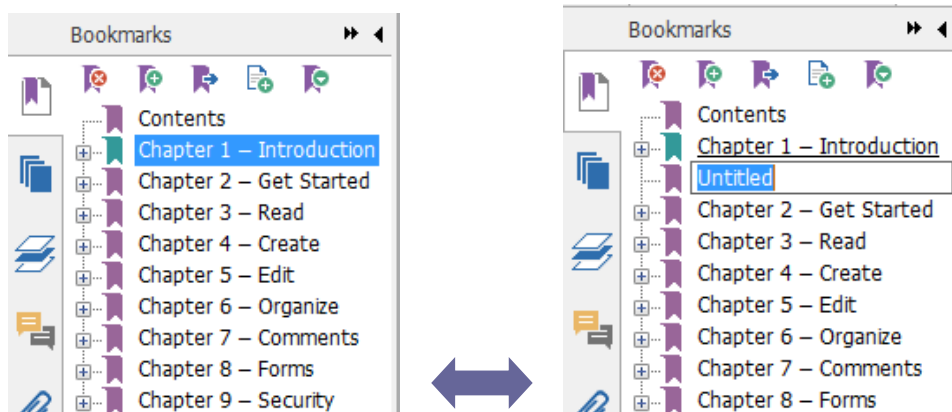

Bookmarks

Bookmarks are navigational tools that make your PDF files easier to read. They are usually generated automatically during the PDF creation.

Bookmarks are useful for users to mark a place in a PDF file so users can return to it with ease. Or you may like to have your own bookmark structure and new bookmark names. With Foxit PhantomPDF, you can easily nest, edit, or delete bookmarks in a PDF file if the security settings allow.

Add a bookmark

1. Go to the page where you want the bookmark to link to.

2. (Optional) If there is no bookmark in the document, click EDIT > Links > Bookmark ⬚, or click

the New Bookmark icon ⬚ at the top of the Bookmarks panel.

3. Select the bookmark under which you want to place the new bookmark. If you don't select a bookmark, the new bookmark is automatically added at the end of the bookmark list. Click EDIT > Links > Bookmark, or click the New Bookmark icon at the top of the Bookmarks panel, or right-click the selected bookmark and choose Add Bookmark.

4. Type or edit the name of the new bookmark, and press Enter.

Move a bookmark

Select the bookmark (named "Bookmark A") you want to move, and then do one of the following:

- Hold the mouse button down and then drag "Bookmark A" icon directly to the desired place. The Line icon shows the place where the icon will be located.

- Right-click "Bookmark A" icon and choose the Cut option > right-click the bookmark(named "Bookmark B") under which you want to place "Bookmark A", choose "Paste after Selected Bookmark" if you want to put "Bookmark A" after "Bookmark B", which will be in the same hierarchy with "Bookmark A"; or choose "Paste under Selected Bookmark" if you want to put "Bookmark A" under the "Bookmark B" which will be the parent bookmark.

Note: The bookmark links to its original destination in the document although it is moved.

Organize a bookmark hierarchy

A bookmark hierarchy is an outline or stratified structure that places some bookmarks within others. In Foxit PhantomPDF, multilevel bookmark hierarchy can be defined by properly dragging the bookmark icon in the Bookmark panel.

To nest a bookmark or move a bookmark out of nested position, please refer to <u>Move a</u> <u>bookmark</u>.

✧ **To expand or collapse a bookmark**

Click the plus sign (+) next to the bookmark icon to show any children. Click the minus sign (-) to collapse the list. Or click ⬚ to collapse all bookmarks.

✧ **To expand a bookmark**

Click ⬚ button in the Bookmark panel in navigation pane to expand the selected bookmark.

Edit a bookmark

In Foxit PhantomPDF, you are able to rename a bookmark, reset a bookmark's destination, or customize the text appearance of a bookmark with ease if the security settings allow.

✧ **To rename a bookmark**

Right-click the bookmark you want to rename in the Bookmarks panel > Rename> type the new bookmark name. Or you double click the bookmark you want to rename and then type the new name.

✧ **To reset a bookmark's destination**

• In the document pane, move to the location you want to specify as the new destination.
• (Optional) Adjust the view magnification.
• Right-click the bookmark, choose Set Destination and select Yes.

✧ **To customize the text appearance of a bookmark**

• In the Bookmarks panel, right-click the bookmark > choose Properties.
• In the Bookmark Properties dialog box, click the Appearance tab, and select the font style and color for the text.

Note: After defining a bookmark's appearance, you can set it as bookmarks' default property by right-clicking the bookmark and then selecting the option of Use Current Appearance as New Default.

✧ **To add an action to a bookmark**

• Right-click a bookmark, and choose Properties.
• In the Bookmark Properties dialog box, click Actions.

- Choose an action from the Select Action menu and click Add, and then refer to the section of "Actions tab for the button properties".

✧ **To delete a bookmark, please do one of the following:**

- Select the bookmark you want to delete and click the Delete button at the top of the Bookmarks panel.
- Right-click the bookmark you want to delete and choose Delete.

Note: Deleting a bookmark deletes all the bookmarks that are subordinate to it.

Images

You can specify a rectangle on any part of a PDF page and then insert an image into that rectangle. This feature is helpful when you want to explain or show something more dynamically.

Add an image

You can add an image to a PDF with the Image Annotation tool . After you insert a new image, you can adjust its size and position, change the appearance and other settings, etc.

To add an image, do the following:

- Choose EDIT > Insert > Image Annotation .
- Drag a rectangle on the page to define the canvas area for the image.
- In the Add Image dialog box, click the Browse button to select the image that you want to insert and click the Open button. You will see the URL of this image has been added to the Location field.
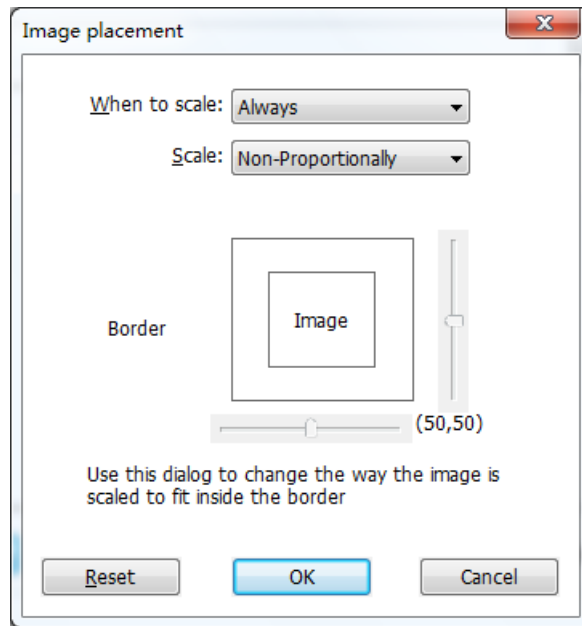- Click the **Advanced…** button to edit the setting of the image.

Image Placement dialog box

A. When to scale – choose when to scale the image you insert.

B. Scale – choose to scale the image non-proportionally or proportionally. This option will be disabled when you select **Never** in the field of **When to scale**.

C. Border – drag and move the scroll bar to change image's position in the rectangle. The coordinates change when you move the scroll bar.

- Click OK for your changes to take effect, or click Reset to reset the data to the original settings.
- Click OK.

Apply an image to other pages

After adding an image, you may want to place the same image on additional pages while maintaining the original location and settings.

To apply an image to other pages, please do the following:

1. Right click on the image you wish to apply to other pages.
2. Choose the option **Place on Multiple Pages** in the menu.
3. Specify the page range.
4. Click OK.

Move and resize an image

To move an image, please do the following:

1. Select the Annotation Selection Tool or the Image Tool , put the cursor over the image so that the cursor changes into a triangle.
2. Click and drag the image to another place you like.

To resize an image, please do the following:

1. Select the Annotation Selection Tool or the Image Tool , put the cursor over the image and the cursor turns into a triangle, and then click the image.

    •   Place the cursor on any corner point. The cursor changes into the cursor showing the direction at which the rectangle will be resized.
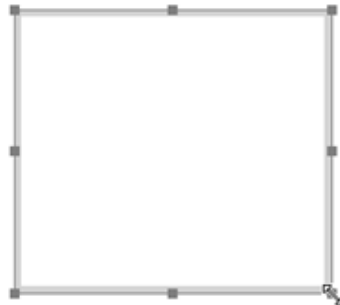
To resize the image

    •   Drag the cursor outside, it will increase the size of the rectangle proportionally. Drag the cursor inside, it will decrease the size of the rectangle proportionally.

Set properties of an image

1. Double-click the image or right-click it and select Properties….
2. In the Appearance tab, do any of the following:

    Annotation is hidden from view – The image annotation will be invisible in Hand tool mode.

    Border – Select the border width of the image and the border's style and color.

    ✧   Locked – When selected, prevents any further changes to any image properties.
    ✧   Close – Applies and saves the current properties, and closes the image properties dialog box.

3. In the Settings tab, follow the steps in "To add an image".
4. For the Actions tab, Please refer to "Actions tab for the button properties".

Delete an image

1. Select the Annotation Selection Tool ⌖ or the Image Tool 📇, put the cursor over the image and the cursor turns into a triangle, and then click the image.

2. Press Delete or right-click the image > Delete.

Select multiple images

1. Select the Annotation Selection Tool ⌖ or the Image Tool 📇.

2. Press and hold Shift or Ctrl and click the images you want to edit.

Align images

• Select two or more images that you want to align.

• Click EDIT > Arrange tab > Arrange button > select a type of alignment, or right-click the anchor > Align, and then choose a command as follows:

   A. To align a column of images, choose Left, Right, or Vertically to align them respectively to the left edge, right edge, or vertical axis of the anchor image.

   B. To align a row of images, choose Top, Bottom, or Horizontally to align them respectively to the top edge, bottom edge, or horizontal axis of the anchor image.

Note: When you right-click or Ctrl-click one of the selected images, it will be highlighted in red, indicating that it's the anchor image. The align menu commands move the other selected images to line up with the edges of the anchor image.

Below is an example:
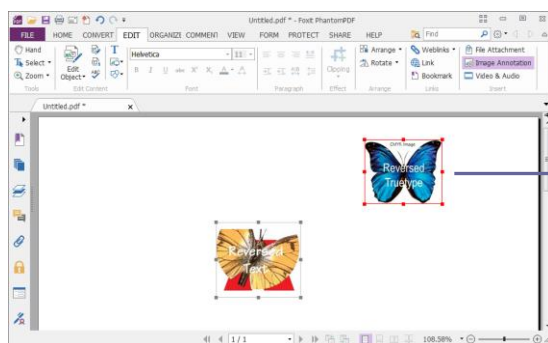
A. **A.** Suppose that you want to set A as the anchor image.
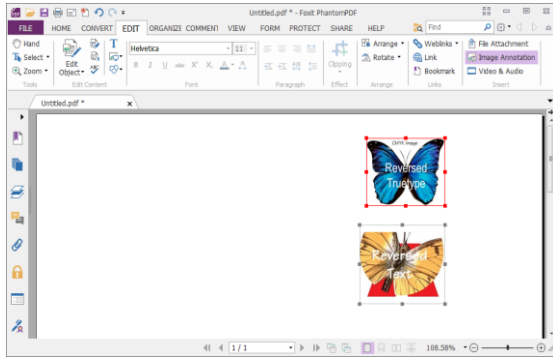
B. Select these two images > right-click A and choose Align > Left. You will see the other image is placed to the left edge of A.

Center images

This function enables you to center the rectangle enclosed by the images you select vertically, horizontally or both.

Below is an example:
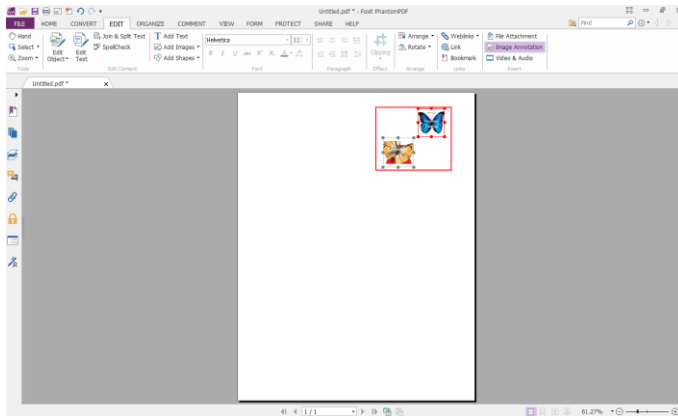
A. Select two images. You can see these two images consist of an area with the shape of rectangle (marked with red).
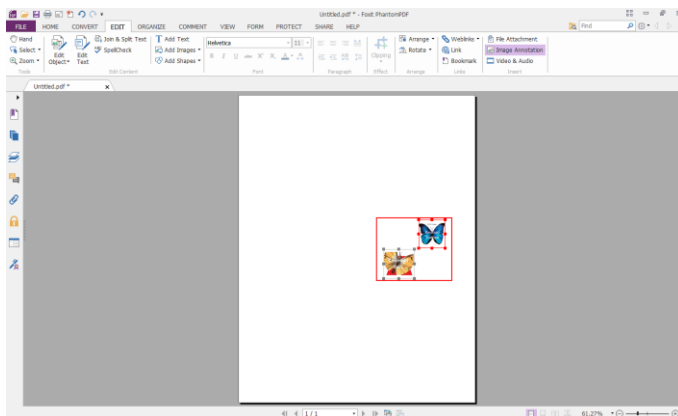
B. Right-click one of the images > Center > Vertically. You will find that the red rectangle is centered vertically in the page.

Distribute images

This function will be available when selecting three or more images.

- To distribute the images evenly between the topmost and bottommost images, choose

Distribute > Vertically.

- To distribute the images evenly between the leftmost and rightmost images, choose Distribute > Horizontally.

Below is an example:
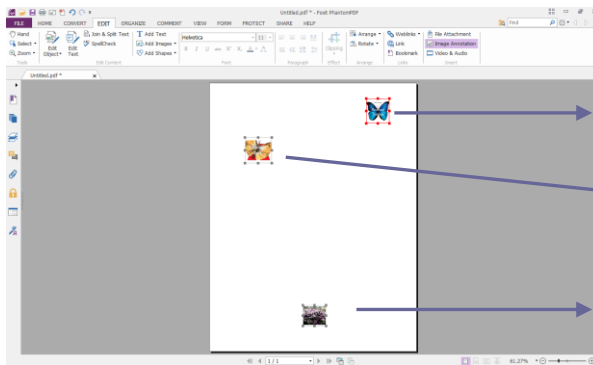
A. Select three images A, B and C. A is the topmost image and C is the bottommost image.
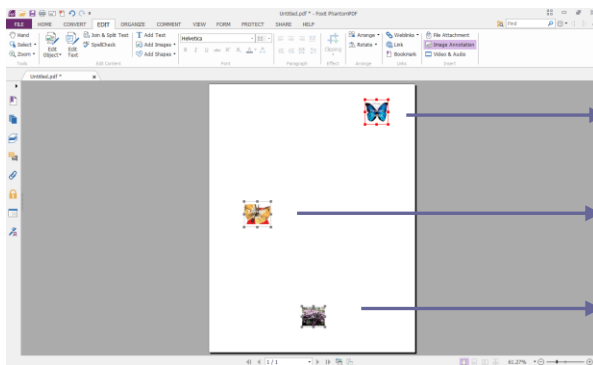
B. Right-click any one of the images > Distribute > Vertically. And you will see that B is distributed evenly between A and C.

Resize images

You can adjust multiple images with the same height, width, or both. Select one of the images as the anchor, and the rest of the images will be resized with the same height or width as that of the anchor image.

Below is an example:
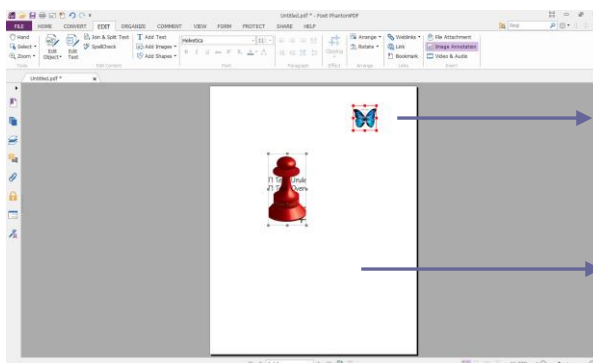
A. Select images A and B. Suppose that you want to set A as the anchor image.
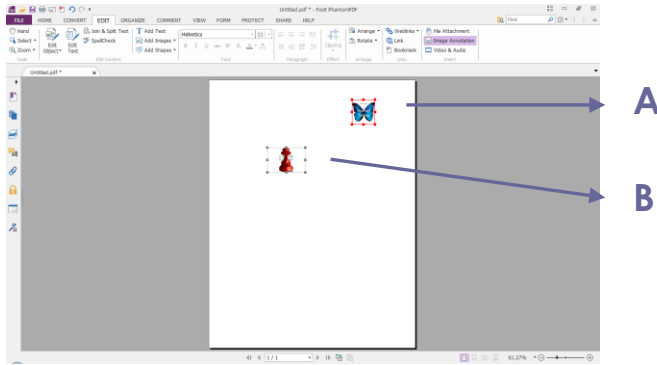
B. Right-click A > Size > Height. And
you will see that the height of B
is resized to be the same as that
of A.

Setting properties of multiple images

- Select multiple images > right-click one of them > Properties…
- A dialog pops up with an Appearance tab. Follow the steps specified in "Setting properties of an image".

PDF Optimizer

With the PDF optimizer, users can compress the images, clear out the data redundancy of PDF
objects and update your PDFs.

- Choose FILE > PDF Optimizer.
- Setting the properties in the PDF Optimizer dialogue box.
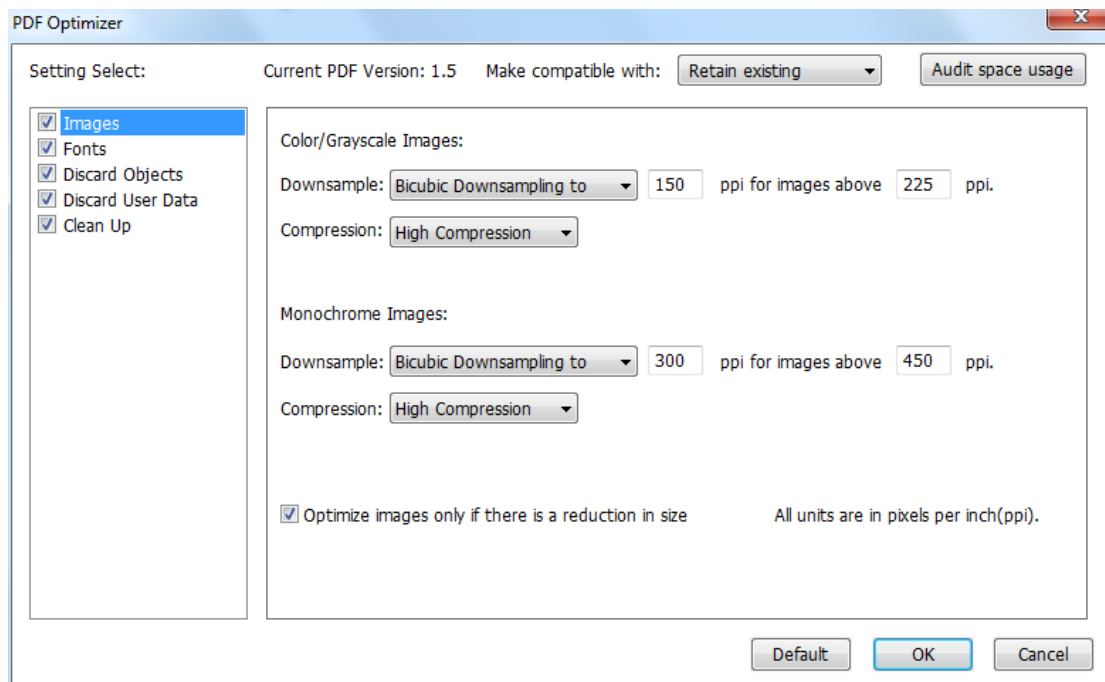
PDF Optimizer Dialog Box

- Select the compatibility level to save the current PDF file in the list box of **Make compatible with** item.
- Click **Audit space usage** to see the space usage of the current PDF file and then you can decide which items are needed to be optimized.
- For **Images**, you can specify color/grayscale and monochrome image settings, including image downsampling and image compression. Choose the appropriate down sampling method in the Downsample list box (including average the downsampling, subsampling and the bicubic downsampling) or you can choose off item to turn off the option. Set the right pixels and image compression (including retaining existing, JPEG and high compression).

Note: If you check the option "Optimize images only there is a reduction in size", the images will not be optimized when there is no reductions.

- For **Fonts**, move the embedded fonts to the right list to lift to embed.
- For **Discard Objects**, please check the objects settings you want to discard.
- For **Discard User Data**, please check the user related information you want to discard.
- For **Clean Up**, please check the Cleanup settings you want to optimize the document.
- Click OK button and save the optimized PDF file.

Work with Video & Audio

Foxit PhantomPDF does not only support playing videos and audios in PDFs, but only allows users to add and edit multimedia files to a PDF.

Play a Movie or a Sound Clip

Some PDF files may be multifaceted with multimedia, including sound, music and video clips. Each movie and sound file usually includes a play area from which the media can be activated. The play area typically appears on the PDF page as an image or a blank rectangle, but can also be invisible. To play the media files, please make sure you have the necessary media player installed on your computer.

To play a movie or a sound, please do the following:

- Select the Hand tool , and click the play area of the movie or sound file.

Note: To protect your computer from viruses, Foxit PhantomPDF pops up a dialog box soliciting your approval before playing multimedia files.
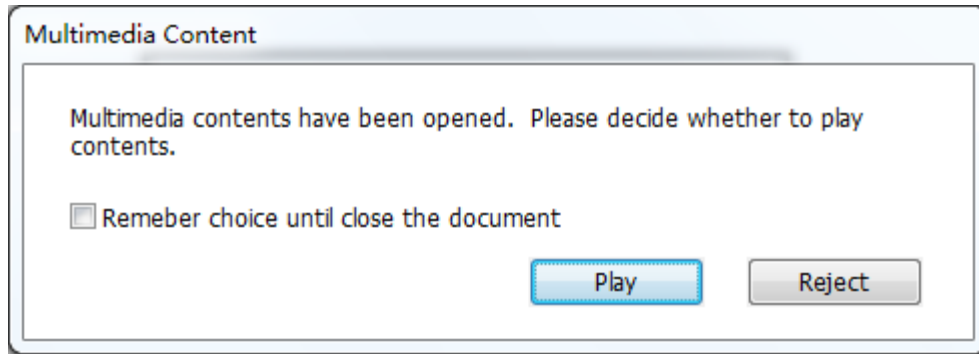
Remember choice until close the document – check this option means to apply this setting to the media content which can be played directly without Multimedia Content dialog box pop-up the next time you click to play the media content.

Adding a movie or a sound clip

Adding movies or sounds to PDFs is as easy as inserting an image. "Movies" are desktop video files with formats such as FLV, AVI, QuickTime, and MPEG, and file extensions such as .avi, .wmv, .mov, .qt, .mpg, and .mpeg. An animated GIF file always has a .gif file extension, while "Sounds" are like midis, wavs, and mp3 files.

Note: If an alert message tells you that no media handler is available, you must install the appropriate player before you can add clips to the PDF. For example, you must install QuickTime if you want to embed an MOV file in a PDF.

Adding movies or sounds

1. Choose EDIT > Insert > Video & Audio .
2. Press and hold mouse button down, drag to select an area on the page where you want the movie or sound to appear. For movies, the play area is the exact size of the movie frame.
3. In the pop-up Add Video & Audio dialog box, you will see some options listed below:
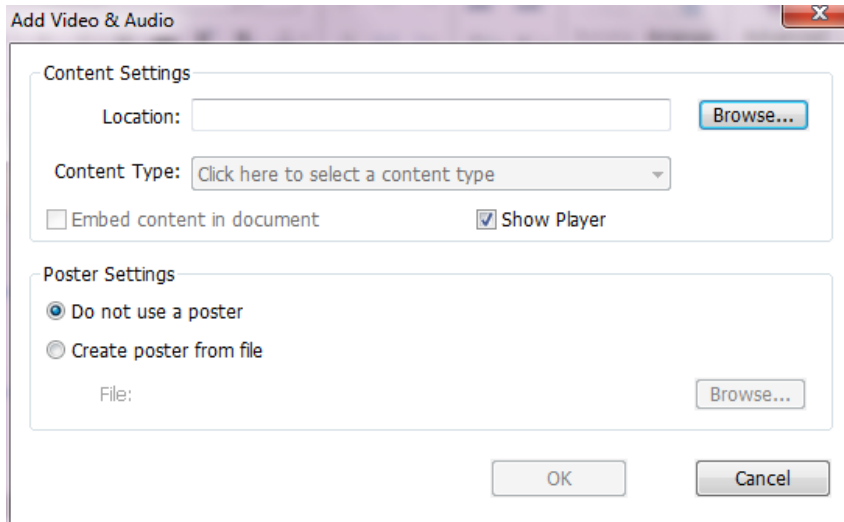
- Embed content in document: includes the media file into the PDF file. This option will increase the file size of the PDF. It is selected by default. If the check box is cleared, you will not be able to play it if you open this PDF file on other computers.
- Poster Settings: choose whether to display an image in the play area when the movie isn't playing. You can choose to use no poster, or create poster from file.

Edit the play area

To move, resize, align, center or distribute a multiple clip, please refer to "Images".

Set Video & Audio properties

In Foxit PhantomPDF, you can specify properties for the multimedia files you added, such as the appearance of a movie's play area, whether the movie plays once or continuously, create alternate renditions, etc.

To set video & audio properties, please do the following:

1. Select the Video & Audio tool [icon], or the Annotation Selection Tool [icon].
2. Double-click the play area or right-click the play area > Properties.
3. For the Appearance tab, please refer to "Setting properties of an image".

Note: If you select Locked on any tab, it will lock all options for this multimedia file, but not just the options on that tab.

4. In the Settings tab , there are many options listed below:
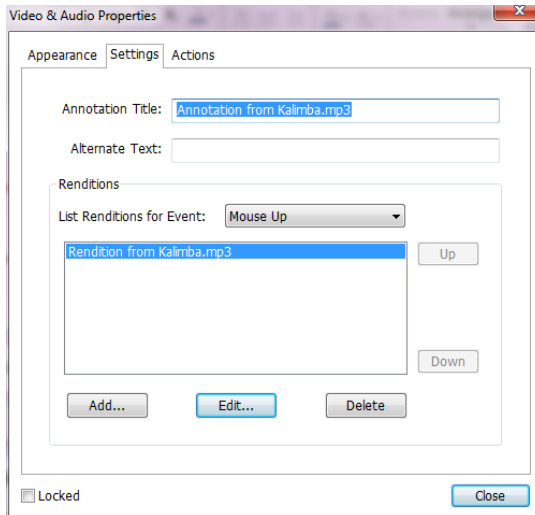
- **Annotation Title** -- Type the title of the movie or sound in the Annotation Title box. This title does not determine which media file is played.

- **Alternate Text** -- Type a description of the media file in the Alternate Text box.

- **Renditions** – Allows you to create alternate or other renditions to ensure that users can play the movie or sound clip on their systems.

  A. List Renditions for Event -- You can assign different renditions to different actions but Mouse Up is chosen by default. Mouse Up means that when the mouse button is clicked and released, the rendition is played.
  B. Add Rendition – There're three ways for you to choose: **Use a File, Use a URL, By Copying an Existing Rendition**
  C. Edit Rendition – When clicking the Edit Rendition button, the Rendition Settings dialog box appears, which allows you to specify the playback location, and other settings to differentiate it from other renditions.

Media Settings -- *Specifies the general properties for the movie or sound clip:*
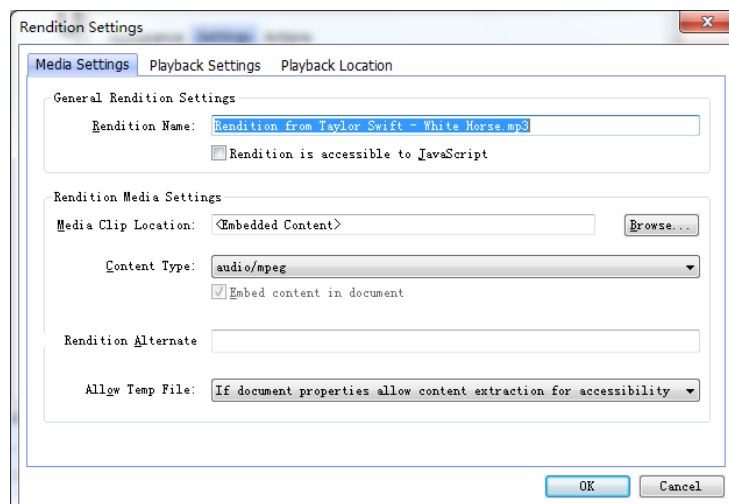
- **Rendition Name:** Enter the name for the rendition, which will appear in the list of renditions. (This name does not determine which media file is played.)
- **Media Clip Location:** Specify the clip by typing or navigating to it.
- **Content Type**: Will be selected automatically when you specify the clip location. Changing the Content Type setting may cause problems playing the media.
- **Embed content in document:** Includes the media file into the PDF file. This option will increase the file size of the PDF. It is selected by default. If the check box is cleared, you will not be able to play it if you open this PDF file on other computers.
- **Rendition Alternate Text:** Type a description of the rendition.
- **Allow temp File:** Specify whether writing a temp file is allowed and when. Some media players write a temp file when they play a movie or sound clip. If you want to prevent users from easily copying the media content in a secure document, you may want to disallow the creation of temp files. However, selecting this setting may prevent the movie from being played by media players that require the use of temp files.

Playback Settings – Use this tab to determine how the movie or sound clip is played.
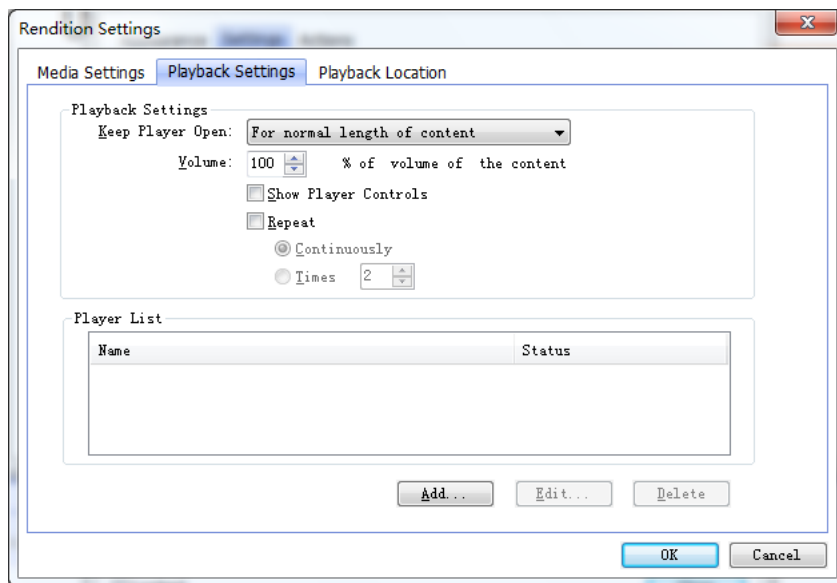
- **Keep Player Open:** Select whether you want the player to close after it plays the movie or sound clip.
- **Volume:** Lets you specify how loud the movie will be played.
- **Show Player Controls:** Select to display a controller bar at the bottom of the play area allowing users to stop, pause, or play the media, provided the media player supports player controls.
- **Repeat:** Lets you replay a clip two or more times, or continuously.
- **Player List:** Click Add to specify a player and the settings that are required, preferred, or disallowed to play the movie or sound clip. Select the name of the player and the status. If you set the status of more than one player to Required, only one of the required players may be used to play the rendition. If you set the status of players to

Preferred, these players are selected over nonpreferred players (but not over required players). If you set the status of players to Disallowed, they are not used to play the rendition.

● **Add/Edit/Delete button:** Allows you to add a new player, as well as edit or delete the selected player in the Player List.

Playback Location – Determines whether a movie or sound clip is played in the PDF, remains hidden while played (recommended for sound clips), is played in a floating window, or is played full screen. The options for Floating Window Settings are unavailable except you choose Floating Window.
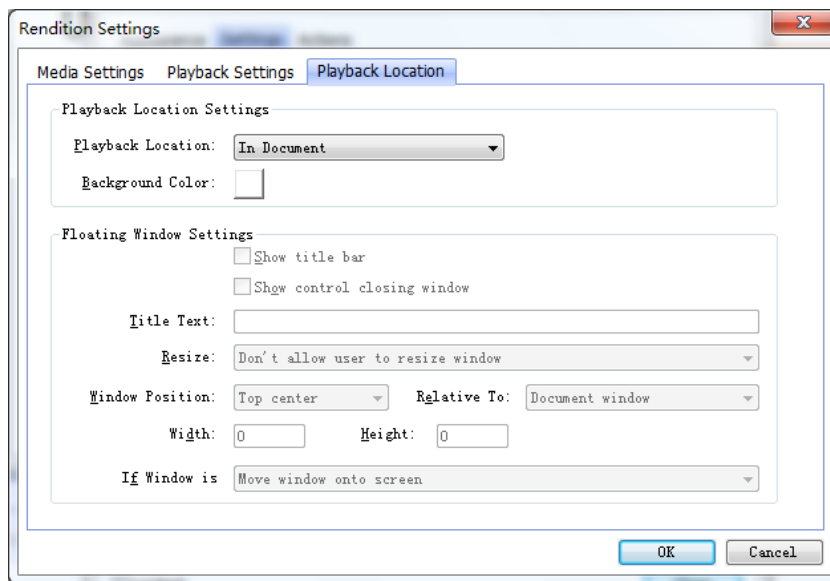
● **Playback Location:** Selects the location for playing a movie or sound clip.
● **Background Color:** Selects the background color for the media player.
● **Show title bar:** Selects to show or hide title bar when playing the media in a floating window.
● **Show control closing window:** Selects to show or hide the close button at the top right corner in a floating window.
● **Title Text:** Adds a title for the media that will be showed on the title bar when playing the media in a floating window.
● **Resize:** Determines to allow or forbid users to resize the floating window. There're three options for you to choose: **Don't allow user to resize window**, **Allow user to resize window but maintain original aspect ratio**, or **Allow user to resize window**.
● **Window Position:** The window position is determined relative to the document window, application window, the virtual desktop or document monitor.
● **Width/Height:** Specifies the width and height of the floating window.
● **If Window is Off-screen:** Selects to play, do not play, or move window onto screen to play the media file if the floating window is off-screen.

D. Delete Renditions – Deletes the selected renditions.

E. Up/Down – Arranges the order of the renditions. If the first rendition cannot be played, the next available rendition is played.

5.   Actions tab for the Video & Audio properties

Please refer to "Actions tab for the button properties".

Objects

When reading a PDF, you may need to frequently edit text, image, or other objects in this PDF file. With Foxit PhantomPDF, you can add, edit, modify, join and split objects.
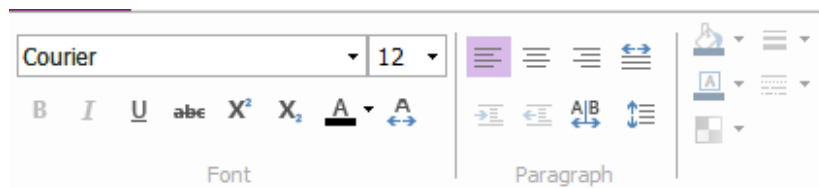
Add New Objects

You can add or insert new text, image or shape objects into a PDF using respective tools in Edit tab.

✧   **Add new text objects**

To add text objects, please do the following:

*   Select **EDIT** > **Edit Content** > **Add Text** tool T .
*   Click on the specific page you want to input the text and type new text in the position where the cursor is blinking. You can also paste or delete the text you input.
*   OBJECT FORMAT tab appears on the ribbon toolbar.
*   You can choose the text font format as you want in the **Font** tab. In **Paragraph** tab, you can also align the text and set other paragraph formats including word spacing, character scale, line spacing, etc.


OBJECT FORMAT tab

✧   **Add new image objects**

To add image objects, please do one of the following:

*   To add a self-created image or embed an image from the clipboard, locate the page where you want to insert the image in the document, and choose **EDIT** > **Edit Content** > **Add**

Images tool > **New Image Object** . **A New Image** dialog box pops up as below. You may specify the parameters and click **OK**. Then you are switched to the Image Editor window.
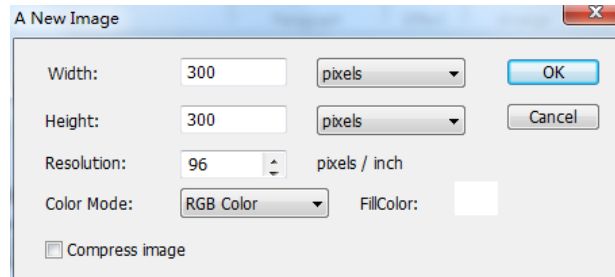
A. In the IMAGE tab, draw your image from scratch. Or click Paste button on the tool bar to insert an image from the clipboard and then edit the image.
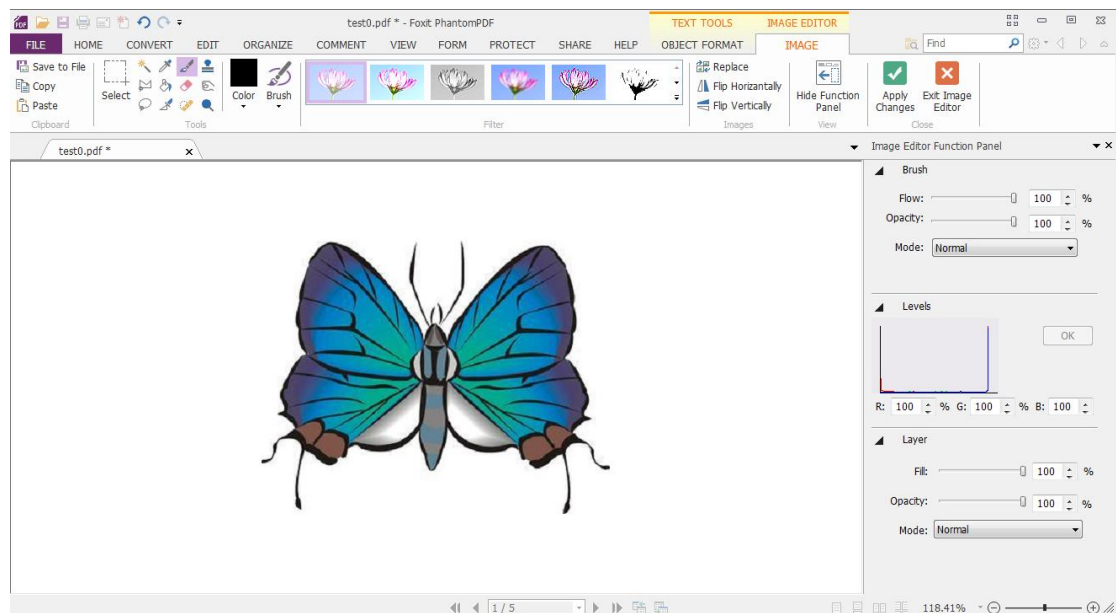
B. To draw or edit image, you can use the tools on the tool bar and the Image Editor Function Panel at the right side of the window. For more information the Image Editor, please refer to "About the Image Editor".

C. Click Apply Changes button when finishing editing and then click Exit Image Editor button to exit and go back to the Document window. And the image will be successfully inserted. You can resize the image and drag it to any place you want.

- To add an image from file, locate the page where you want to insert the image in your document, and choose **EDIT** > > **Edit Content** > **Add Images** tool > **Image Object From**

File 🖼. Choose the target image file in the Open dialog box and click Open. Then your current main window is switched to the IMAGE Editor and you can begin to edit the image in the IMAGE tab. How to edit image objects, please refer to "To Add a Self-created Image".

✧ **Add New Shape Objects**

With Foxit PhantomPDF, you can also directly insert graphic shapes like rectangles, curve, straight line, etc. into your PDF as well as text objects and image objects.

To add a shape object, please do as the following:

- Locate the page where you want to insert the image in the document, and choose **EDIT** > **Add New Object** > **Shapes** ⬦ > choose one shape from the drop-down list. The cursor changes into a cross ✛. Click and drag the cursor to draw the shape you want.
- When you are drawing a shape, it stays selected until you click elsewhere on the page and a wireframe with sizing handles appears to let you adjust the size and shape.

Note: Sizing handles are the small circles or squares that appear at the corners and sides of a selected object. You drag these handles to change the size of the object.

- When drawing a shape, you can press the Ctrl + Z or Ctrl+ Y to undo or redo your operation. After creating the shape you intended, click anywhere outside the shape.

| A | B | C | D | E | F | G | H | I |
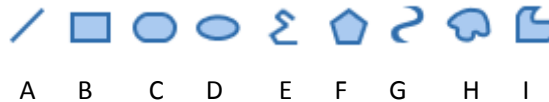
A. *Line tool*   **B.** *Rectangle tool*   **C.** *Round Rectangle tool*   **D.** *Ellipse tool*   **E.** *Polyline tool*
F. *Polygon tool*   **G.** *Polybezier tool*   **H.** *Curve tool*   **I.** *Brush tool*

To draw a straight line

1. Choose the **Line** tool ╱ .
2. Click a region in the document where you want to create the drawing and draw the line.
3. Drag the handles to adjust the line size if necessary.
4. Click outside the shape when you are done to set the line.

To draw a rectangle

1. Choose the **Rectangle** tool ▭ to create a square-cornered shape, or click the **Rounded**

Rectangle tool to create a round-cornered shape.

2. Click a region in the document where you want to create the drawing and draw a rectangle.
3. Drag the sizing handle diagonally in the direction you want.

To draw an ellipse

1. Choose the **Ellipse** tool .
2. Drag the pointer to draw the ellipse.
3. Click outside the shape when you are done to set the ellipse.

To draw a polygon, polyline, or polybezier

1. Choose the **Polygon** tool , **Polyline** tool , or **Polybezier** tool .
2. Drag the pointer to draw a straight line.
3. Click once at each position where you want a new line segment to appear.
4. Click outside the shape when you are done to set the shape.

To draw a curved line or a curved shape

1. Choose the **Curved** tool .
2. Draw a straight line by dragging the pointer.
3. Click once at each position where you want a new line segment to appear.
4. Click outside the shape when you are done, and then drag the sizing handle to adjust the curve.

To draw a custom shape

1. Choose the **Brush** tool .
2. Draw a shape you want by dragging the pointer.
3. Double-click outside the shape when you are done, and then drag the sizing handle to adjust the curve.

Shape Settings

You can set shape options when adding different shape objects to the PDFs. An **OBJECT FORMAT** tab appears once you add a new shape object, then you can set the shape options including fill color, line width, line style, etc.
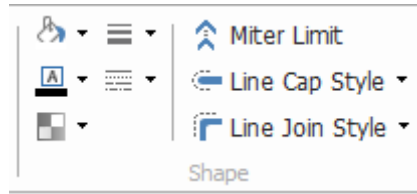
Edit Objects

You can freely edit any selected object(s) by the related tools.

To edit text objects, click EDIT > Edit Content tab > Edit Object button > Text. And click on the text you want to edit. A selected object usually is outlined by a bounding box. Double-click the box or choose Edit in the context menu. Then the cursor will be blinking, and you can add, paste or replace text only if the font used for that text is installed on your system. More editing information, please refer to "Add New Text Objects".

To edit image objects, click EDIT > Edit Content tab > Edit Object button > Image. Double-click the image or choose Edit in the context menu. Your current main window is switched to the Image Editor window. Further information about editing image objects, please refer to "Add New Image Objects".

To edit shape objects, click EDIT > Edit Content tab > Edit Object button > Shape. Double-click the shape or choose Edit in the context menu. Further information about editing shape objects, please refer to "Add New Shape Objects".

Tip: When editing text, image and shape objects together, you can choose EDIT > Edit Content tab > Edit Object button > All, and continue to edit objects.

Modify Objects

A selected object usually is outlined by a bounding box. When you click the selected objects, the selection handles appear and you can drag them to a defined place. You can also modify them through the tools in the **OBJECT FORMAT** tab which appears after you select objects.

Select EDIT > Edit Content > Edit Object tool > select Text/Image/Shape/All, and do one of the following:

1. To select one or multiple objects, please do one of the following:

- Click the object to select it, or press Ctrl and select more objects.
- Hold the pointer over the objects and drag a rectangle around them.
- Press Ctrl + A on keyboard. All objects on the current page are selected.

Note: To deselect all the objects, click any blank area in the document.

2. Move and resize an object

- To move an object, drag the object to the desired place. To move objects to a different page use cut and paste.
- To resize an object, drag a handle of the object. Shift-drag the handle to retain the original aspect ratio.

3. Rotate an object

To rotate an object, put the cursor over the selected object, the cursor will change to ▶ , then do one of the following:

- In OBJECT FORMAT tab, click Arrange > Rotate ⟳△ > Clockwise/Counter-clockwise by 90 degrees.
- Click and drag ⟳ to rotate the image as you need.
- Choose EDIT > Arrange tab > Rotate ⟳△ > Clockwise/Counter-clockwise by 90 degrees, or right-click the selected and choose Rotate.

4. Shear an object

To shear an object, select the object and do the following:

Click Effect > Shear ⤳ in OBJECT FORMAT tab, or right-click the object and choose Shear in the context menu. Enter a value in the pop-up dialog box to shear the object and click **OK** to finish.

5. Arrange objects

After selecting multiple objects, you can arrange them in the documents. To align, page-center or distribute objects, please click EDIT > Arrange tab > Arrange button > Align/Page Center/Distribute. Or choose Align/ Center/ Distribute after right-clicking one of the selected objects. (See also "Align Images", "Center Images" and "Distribute Images".)

6. Clip an object

- Select the object and click EDIT > Effect tab > Clipping . Choose one clipping shape in the drop-down list.
- Click on the object and it will turn to the clipping mode where the selected object will be enlarged and the cursor changes to a cross . Drag the cursor to draw a clipping shape. The cursor then changes to . You can adjust the shape's position by dragging the cursor to move.
- Drag the dots of the clipping shape in the direction you want until the clipping shape displays the results you want.
- (Optional) You can choose another clipping shapes to do further clipping on the object if needed.
- (Optional) To delete clipping shapes, click EDIT > Effect tab > Clipping > Edit Clipping, select one clipping shape and press Del or right-click the clipping shape and select Delete. To remove all clipping shapes, please click EDIT > Effect tab > Clipping > Clear Clipping.
- Click on the area outside the shapes to exit the clipping mode.

7. Delete an object

- Select one or more objects, press Delete key or right-click and choose Delete from the context menu.

8. Place an image

- Right-click the objects and choose Place Image from context menu.

Edit Text

With Edit Text tool, you can edit texts in a paragraph like Microsoft Office Word as well as changing their font, font size and color.

To edit texts in a paragraph, please do the following:

- Select EDIT ribbon > Edit Content > Edit Text . Click on the specific page you want to edit.
- You can set the font, font size and color as you want in the EDIT > Font, and other paragraph formats in EDIT > Paragraph tab.
- Double-click Foxit PhantomPDF will automatically change a line when the text comes to the margin of it. You can also start a new line by pressing Enter.

Join and Split Text Objects

With Foxit PhantomPDF, you can connect blocks of text into a single paragraph to improve reflow. Blocks of text may be joined together when you need to join text as one object. Otherwise, a block of text can be divided up into several parts.

To join text, do the following:

1. Click EDIT > Edit Content tab > **Join & Split Text** button .
2. Click the text blocks you want to join and the text blocks will be numbered.
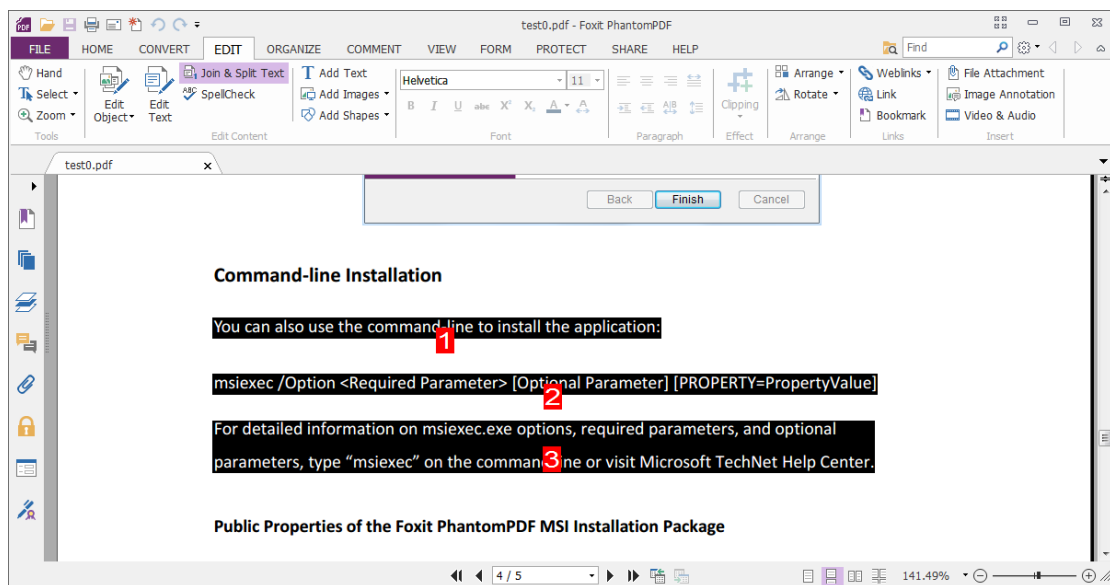
3. Right-click the selected blocks and select Join Text Boxes. Then the selected blocks will be joined together as one block.

To Split Text, do the following:

1. Click EDIT > Edit Content tab > **Join & Split Text** button .
2. Click the text block you want to split.
3. Right-click the selected block and select Split Text Boxes. Then the selected block will be divided.

Object Properties

When you right-click an object and choose Properties..., you can view and change the options in it.

Set objects properties

1. Right-click text objects, images objects and shape objects(or path objects), and choose Properties....

2. There are General tab and Appearance tab in the properties dialog box. The general tab is as below: (Take image objects properties for example.)
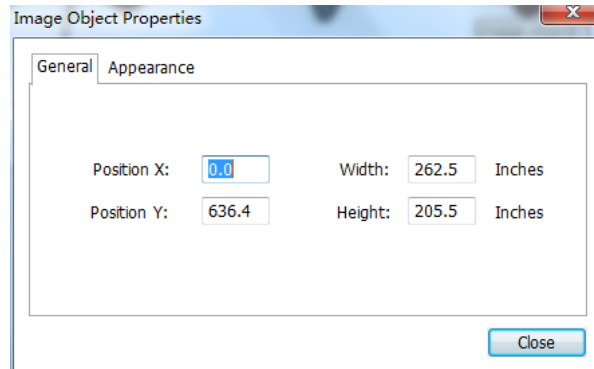
Image Object Properties Dialog Box

You can specify a number of properties that are common to all objects in the General properties.

*   ***Position X and Y:*** Allow you to set the precise horizontal and vertical position of the objects.
*   ***Width and Height:*** Displays the selected object's width and height values.

3. In Image Object Properties dialog box, please do as the following.
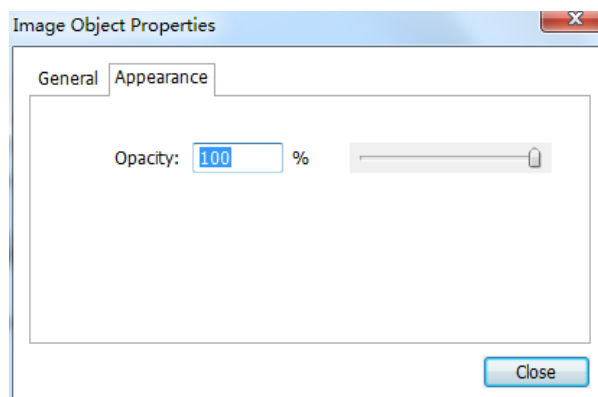
*   In the Appearance tab, drag the slider or enter a value to specify the opacity of the image object. Opacity can range from 1% to 100%. For transparent paint or a weak effect, specify a low percentage value; for more opaque paint or a strong effect, specify a high value.

4. In path object properties dialog box, please do any of the following:
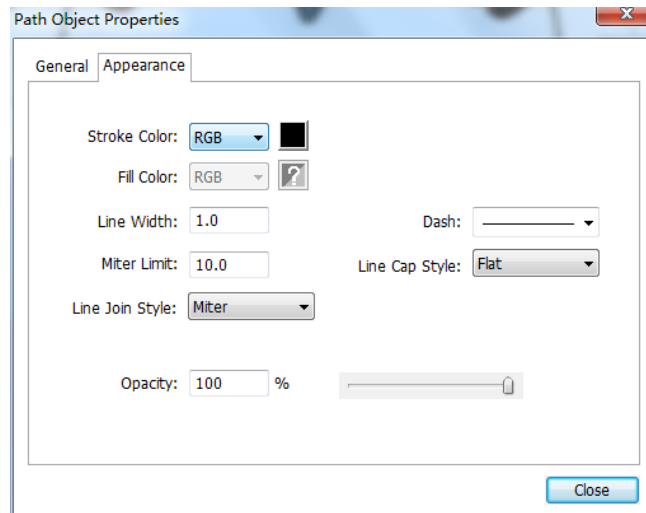
Path Object Properties

- **Stroke Color:** The stroke color is used to paint the border of paths and text that are stroked.

- **Fill Color:** The fill color is used to paint the interior of paths and text characters that are filled.

- **Line Width:** The line width specifies the thickness of the line used to stroke a path and is measured in user space units. A line width of 0 specifies the thinnest line that can be rendered on the output device. The default value is 1.

    Note: A line width of 0 is an inherently device-dependent value. Its use is discouraged because the line may be nearly invisible when printing on high-resolution devices.

- **Miter limit:** When two line segments meet at a sharp angle it is called a Miter join and have been specified as the line join style. It is possible for the miter to extend far beyond the thickness of the line stroking the path. The miter limit imposes a maximum on the ratio of the miter length to the line width, as shown in the following figure. When the limit is exceeded, the join is converted from a miter to a bevel.

    The value for miter limit is a number that must be greater than or equal   to 1, and has a default value of 10.
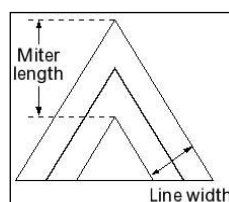
Miter length

- *Line Join Style:* The line join style specifies the shape to be used at the corners of paths that are stroked. The allowed values are Miter joins, Round joins and Bevel joins.

  ✧ **Miter —** the outer edges of the strokes for the two segments are continued until they meet. If the extension projects too far, as determined by the miter limit, a bevel join is used instead.
  ✧ **Round —** a circular arc with a diameter equal to the line width is drawn around the point where the segments meet and filled in, producing a rounded corner.
  ✧ **Bevel —** the two path segments are drawn with butt end caps (see the discussion of line cap style), and the resulting notch beyond the ends of the segments is filled in with a triangle.

Miter　　　　　　*Round*　　　　　　*Bevel*

Square line cap style　　　*Round line cap style*　　　*Flat line cap style*

- *Line Cap Style:* The line cap style specifies the shape to be used at the ends of open sub paths when they are stroked. Allowed values are Butt end caps, Round end caps, and Projecting Square End.

  ✧ **Square:** --- the stroke is squared off at the endpoint of the path.
  ✧ **Round:** --- a semicircular arc with a diameter equal to the line width is drawn around the endpoint and filled in.
  ✧ **Flat:** --- the stroke extends beyond the end of the line by a distance which is half the line width and is squared off.

Square　　　　　　*Round*　　　　　　*Flat*

- *Dash:* Select a type of line, dashed or solid.
- *Opacity:* Enter a value, or drag the slider to specify the opacity. Opacity can range from 1% to 100%. For transparent paint or a weak effect, specify a low percentage value; for more opaque paint or a strong effect, specify a high value.

5. In text object properties dialog box, please do any of the following:
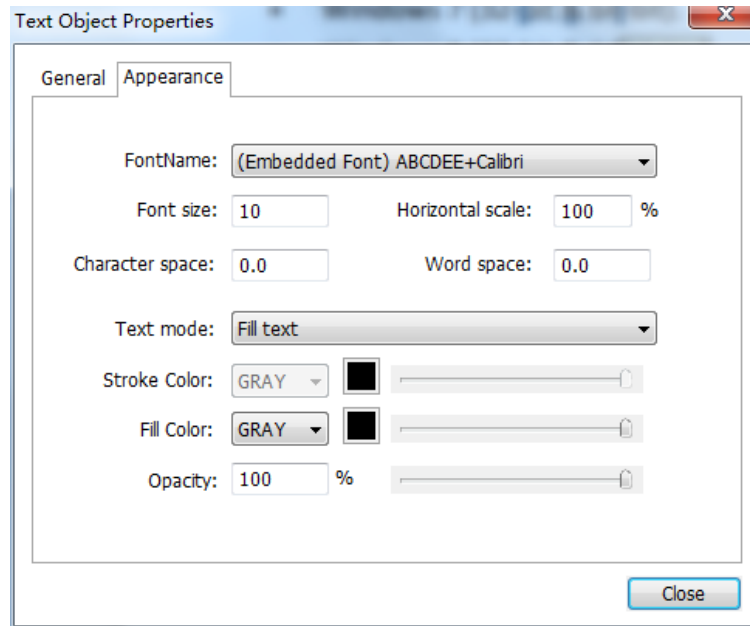
Text Object Properties

Font Name– Changes the font used by the selected text to the font you specify.

Font Size – changes the font size to the size that you specify.

Horizontal Scaling – adjusts the width of characters by stretching or shrinking them in the horizontal direction. The scaling is specified as a percent of normal width of the characters, with 100 being the normal width. The scaling always applies to the x coordinate. The following figure shows the effect of horizontal scaling.

Text Mode – determines whether text is stroked or filled. There are four types of text modes: Fill Text, Stroke text, Fill then stroke text and Text with no fill and no stroke.

1. Fill text   2. Stroke text   3. Fill then stroke text   4. Text with no fill and no stroke

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Character Space – inserts uniform spacing between two or more characters in selected text.

Character	0 (default)
C h a r a c t e r	0.25

Word Space – inserts uniform spacing between two or more words in selected text.

Word Space	0 (default)
Word Space	2.5

About the Image Editor

Image Editor is an image editing program that includes various tools and the function panel.
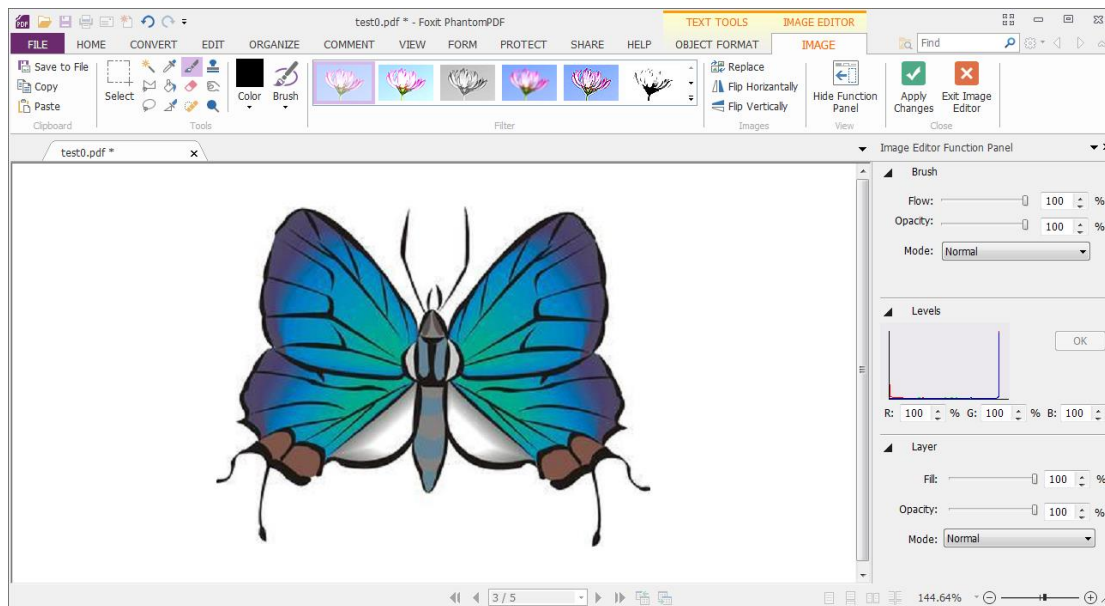
Tools tab

You can select a tool by clicking its icon in the Tools tab in IMAGE EDITOR. Positioning the pointer over a tool will display a tool tip with the tool's name. There are selecting tools and painting tools.
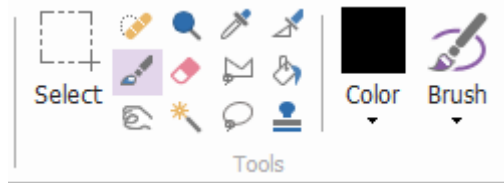
✧ **Selecting Tools**

Selecting tools include Rectangular Marquee tool, Magic Wand tool, lasso tools(Lasso tool and Polygonal Lasso tool), etc. For how to use these tools, please follow the steps as below.

Rectangular Marquee tool:

- Select the rectangle tool ⬚ from the Tools tab.
- Drag over the area you want to select.

Magic Wand tool:

- Select the magic wand tool ✦.
- In the Image Editor Function Panel, drag the slider to specify the Tolerance, or enter a value ranging from 0 to 255.
- To select only adjacent areas using the same colors, select Contiguous. Otherwise, all pixels using the same colors will be selected.
- In the image, click the color you want to select. If Contiguous is selected, all adjacent pixels within the tolerance range are selected. Otherwise, all pixels in the tolerance range are selected.

Tip: The magic wand tool lets you select a consistently colored area without having to trace its outline. You can specify the tolerance for the magic wand tool's selection.

Lasso tools:

Lasso tool:

- Select the lasso tool ◯ from the Tools tab.
- Drag to draw a freehand selection border.

Polygonal Lasso tool:

- Select the lasso tool ⬠ from the Tools tab.
- Click in the image to set the starting point.

- Double click the image to close the selection.

Cutting, copying, and pasting selections:

- Select the area you want to cut /copy.

- Choose **Cut Out** tool or Copy tool from the Clipboard tab.

- Paste the selection into the same image or another application.

Deleting selections

- To delete a selection, select the part you want to delete, and press the Del key.

- To cut a selection to the Clipboard, click **Cut Out** tool from the Tools tab.

◇ **Painting Tools**

Painting tools include Eyedropper tool, Brush tool, Paint Bucket tool, Dodge tool, Burn Tool and Eraser tool, etc. These tools are generally used in combination with the options in Image Editor Function Panel.

1. Setting options for painting

You can set options for a painting tool in the Function Panel.

Selecting a blending mode

The blending mode controls how pixels in the image are affected by a painting or editing tool.

- **To select a blending mode for a tool**

Choose from the Mode drop-down menu.

- *Normal*

Edits or paints each pixel to make it the result color. This is the default mode.

- *Color Burn*

Looks at the color information in each channel and darkens the base color to reflect the blend color by increasing the contrast. Blending with white produces no change.

- *Color Dodge*

Looks at the color information in each channel and brightens the base color to reflect the blend color by decreasing the contrast. Blending with black produces no change.

⊕ *Darken*

Looks at the color information in each channel and selects the base or blend color--whichever is darker--as the result color. Pixels lighter than the blend color are replaced, and pixels darker than the blend color do not change.

⊕ *Difference*

Looks at the color information in each channel and subtracts either the blend color from the base color or the base color from the blend color, depending on which has the greater brightness value. Blending with white inverts the base color values; blending with black produces no change.

⊕ *Exclusion*

Creates an effect similar to but lower in contrast than the Difference mode. Blending with white inverts the base color values. Blending with black produces no change.

⊕ *Hard Light*

Multiplies or screens the colors, depending on the blend color. The effect is similar to shining a harsh spotlight on the image.

⊕ *Lighten*

Looks at the color information in each channel and selects the base or blend color--whichever is lighter--as the result color. Pixels darker than the blend color are replaced, and pixels lighter than the blend color do not change.

⊕ *Linear Dark/Light*

Burns or dodges the colors by decreasing or increasing the brightness, depending on the blend color. If the blend color (light source) is lighter than 50% gray, the image is lightened by increasing the brightness. If the blend color is darker than 50% gray, the image is darkened by decreasing the brightness.

⊕ *Multiply*

Looks at the color information in each channel and multiplies the base color by the blend color. The result color is always a darker color. Multiplying any color with black produces black. Multiplying any color with white leaves the color unchanged. When you're painting with a color other than black or white, successive strokes with a painting tool produce

progressively darker colors. The effect is similar to drawing on the image with multiple magic markers.

+ ***Overlay***

Multiplies or screens the colors, depending on the base color. Patterns or colors overlay the existing pixels while preserving the highlights and shadows of the base color. The base color is not replaced but is mixed with the blend color to reflect the lightness or darkness of the original color.

+ ***Pin Light***

Replaces the colors, depending on the blend color. If the blend color (light source) is lighter than 50% gray, pixels darker than the blend color are replaced, and pixels lighter than the blend color do not change. If the blend color is darker than 50% gray, pixels lighter than the blend color are replaced, and pixels darker than the blend color do not change. This is useful for adding special effects to an image.

+ ***Screen***

Looks at each channel's color information and multiplies the inverse of the blend and base colors. The result color is always a lighter color. Screening with black leaves the color unchanged. Screening with white produces white. The effect is similar to projecting multiple photographic slides on top of each other.

+ ***Soft Light***

Darkens or lightens the colors, depending on the blend color. The effect is similar to shining a diffused spotlight on the image.

Specifying opacity or flow

You can specify opacity or flow in the Function Panel for the following tools:

- Opacity specifies the maximum amount of paint coverage applied by the brush, pencil, clone stamp, and paint bucket tools.
- Flow specifies how quickly paint is applied by the brush tool.

To specify opacity or flow

Enter a value, or drag the slider for Opacity or Flow in the Function Panel.

Opacity or flow can range from 1% to 100%. For transparent paint or a weak effect, specify a low percentage value; for more opaque paint or a strong effect, specify a high value.

2. Using the Eyedropper tool

The eyedropper tool samples color to designate a new foreground or background color. You can sample from the active image. You can also specify the area sampled by the eyedropper tool. For example, you can set the eyedropper to sample the color values of a 3-by-3-pixel area under the pointer.

To sample color with the eyedropper tool:

- Select the eyedropper tool   from the Tools tab.

- In the Pipette palette of Function Panel, choose an option from the Sample Size menu.

  Note: 3 by 3 Average or 5 by 5 Average to read the average value of the specified number of pixels within the area you click.

- Click the area containing the color you want to copy.

3. Using the Brush tool

Image Editor provides the brush tool to let you paint with the current foreground color.

- Select the Brush tool   from the Tools tab.

- Do one of the following:

  - Click the triangle , and set brush options: Diameter to control the size of the brush. Hardness to control the size of the brush's hard center.
  - Specify a blending mode(See "Selecting a blending mode")
  - Specify an opacity and a flow rate (See "Specifying opacity or flow")

- Drag the image to paint.

4. Using the Paint Bucket tool

The paint bucket tool fills adjacent pixels that are similar in color value to the pixels you click.

- Select the paint bucket tool   from the Tools tab.

- Do one of the following in the Function Panel:
  - Specify a blending mode(See "Selecting a blending mode")
  - Specify an opacity (See "Specifying opacity or flow")
  - Specify a tolerance

  Note: The tolerance defines how similar in color a pixel must be to be filled. Values can

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range from 0 to 255. A low tolerance fills pixels within a range of color values very similar to the pixel you click. A high tolerance fills pixels within a broader range.

- Click the part of the image you want to fill.

5. Using the Dodge tool

The dodge tool is used to lighten areas of the image.

To use the dodge tool:

- Select the dodge tool .
- Do the following in the Function Panel:
    - Set brush options: Diameter to control the size of the brush. (See "Using the brush tool")
    - Select what to change in the image: Shadows to change the dark areas; Highlights to change the light areas.
- Drag over the part of the image you want to modify.

6. Using the Burn tool

The burn tool is used to darken areas of the image.

To use the burn tool:

- Select the burn tool .
- Do the following in the Function Panel:
    - Set brush options: Diameter to control the size of the brush. Hardness to control the size of the brush's hard center (See "Using the brush tool").
    - Select what to change in the image: Shadows to change the dark areas; Highlights to change the light areas.
- Drag over the part of the image you want to modify.

7. Using the Eraser tool

- Select the Eraser from the Tools tab.
- Do one of the following in the Function Panel:
    - Set brush options (See "Using the brush tool").
    - Specify opacity and a flow rate (See "Specifying opacity or flow").
- Drag the pointer over the area you want to erase.

8. Using the Spot Healing Brush tool

The spot healing brush tool effortlessly removes dust, scratches, blemishes, and other flaws and automatically preserves the shading, lighting, and texture of the original image.

To use the healing brush tool:

- Select the spot healing brush tool .
- Do the following in the Function Panel:
    - Specify the diameter option to control the size of the brush.
    - Specify the roundness option to control the ratio between the brush's short and long axes.
- Press down Ctrl key and click an area to define a source to repair.

9. Using the Clone Stamp tool

The clone stamp tool takes a sample of an image, which you can then apply over another image or part of the same image. Each stroke of the tool paints on more of the sample.

To use the clone stamp tool:

- Select the clone stamp tool .
- Do one of the following in the Function Panel:
    - Set brush options: Diameter to control the size of the brush. Hardness to control the size of the brush's hard center(See "Using the brush tool").
    - Specify a blending mode(See "Selecting a blending mode")
    - Specify opacity and a flow rate (See "Specifying opacity or flow").
- Drag in the image.

10. Choosing foreground and background colors

You can use the Levels palette to select the foreground or background color by choosing from a color spectrum or by defining colors numerically.

You can designate a new foreground or background color using the eyedropper tool(See "Using the eyedropper tool") and the Levels palette.

The default foreground color is black, and the default background color is white.

Levels palette:

The Levels palette displays the color values for the current foreground and background colors.

Entering the value in the Levels palette or clicking the arrows to increase or decrease the

value, you can edit the foreground and background colors according to several different color models.
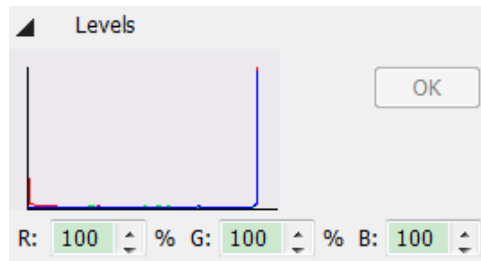
Levels palette

Note: Image Editor uses RGB mode to work with images.

11. Using the Layer palette

The Layers palette lets you set layer opacity, fill layers and choose a blending mode.
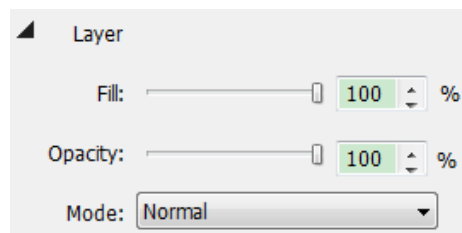
Layer palette

Setting layer opacity

A layer's opacity determines to what degree it obscures or reveals the layer beneath it. A layer with 1% opacity appears nearly transparent, while one with 100% opacity appears completely opaque.

To specify opacity for a layer

1. Select a layer or layer set in the Layers palette.
2. In the Layer palette, enter a value in the Opacity text box or drag the Opacity slider.

12. Hiding/Displaying the Function Panel

To hide/display the Function Panel, please select Hide Function Panel button , or Show Function Panel button .

Filter tab

Using filters, please select an item from the Filter tab to add an effect to the image.

Filter tab

Flipping and Replacing Images

Flipping tools are to flip images horizontally or vertically. And you can also replace the original image with other images with Replace tool .

To flip images, please do one of the following:

- In the Toolbox, click or to flip the entire image horizontally or vertically.

- To flip the image you select, click Rectangle tool or Lasso tool to select an area, and click Flip tool or .

To replace images, please do as the following:

1. On the Images tab, click **Replace** button .

2. In the pop-up Open dialog box, search the image file you want and click **Open** button.

    Note: Only BMP, PCX, TIF, and JPEG format file can be opened.

3. You get a confirmation message asking you if you want to continue to replace the current active image. If yes, click the **Ok** button to finish.

    Note: The replaced image will never be recovered.

Spelling Check

Foxit PhantomPDF allows users to check the spelling of PDF files and provides suggestions to correct misspelled words. This feature is useful when users want to proofread text. You can check

for possible mistakes and then confirm each correction.

To perform a spellcheck, please do the following:

- Click EDIT > Edit Content tab > SpellCheck button _{ABC} ✓ .

- In the pop-up **Spelling** dialog box, you will see the suspect word and suggestions for correction.
  Ignore – Click **Ignore** if no correction is needed.
  Ignore All – Click **Ignore All** to skip all further occurrences of the current "misspelling".
  Change – Click **Change** after selecting one suggestion to make the suggested correction.
  Add To Dictionary – Click **Add to Dictionary** if the suspect word is spelled correctly but doesn't appear in Foxit PhantomPDF's dictionary. Choosing **Add to Dictionary** adds the word to Foxit PhantomPDF's custom dictionary, which is a supplemental list of spelled-correctly words used to proofread a document.
  Cancel – Click **Cancel** to exit the Spelling dialog box.
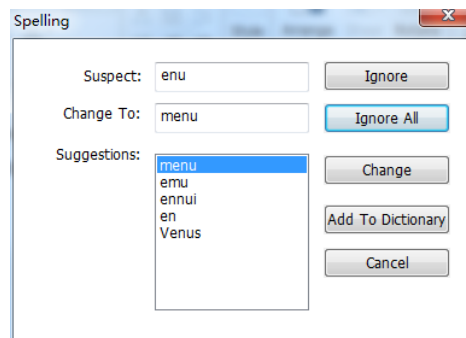
Spelling dialog box

Send to Evernote

Directly send current PDF document to Evernote as an attachment.

- ➢ Prerequisites – You should set up an Evernote account from https://www.evernote.com/Registration.action.
- ➢ Download and install – http://evernote.com/evernote/?file=Win&btn=grey.
- ➢ Open a PDF file.

- ➢ Choose SHARE > Send to > Evernote .
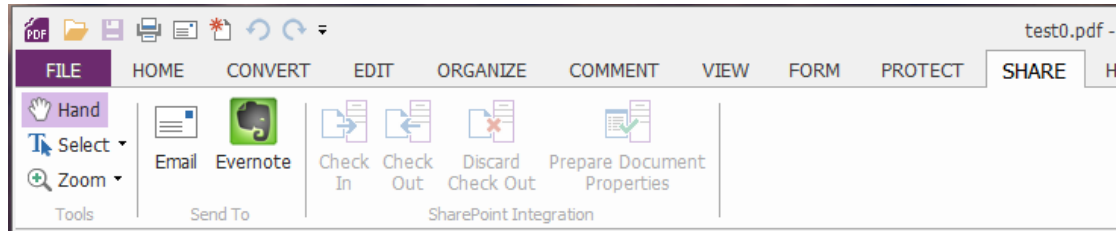
> ➢ You will see the current PDF document is attached to your Evernote ready.

Chapter 6 – Organize

Foxit PhantomPDF comes with a built in functionality to combine various PDF files & split one PDF into various small single & multiple page PDF files according to page numbers as well as page range. Organize PDF files by re-arranging pages, composing page outlines, etc. Foxit PhantomPDF displays an overview page without any additional software so you can easily know what you are working on. It allows you to split, merge, and reorganize pages in your PDF document.

Insert Pages

Insert pages from file

Foxit PhantomPDF allows you to insert pages from a file or multiple files into a PDF.

To insert pages from a file or multiple files into a PDF, open the PDF and do either of the following:

● Directly drag the page thumbnails from a PDF file or files (not limited to PDFs) to the Page panel of navigation pane and drop at the place where you want to insert. If you need to insert certain pages from a non-PDF file, please choose the other method.

● Choose ORGANIZE > Pages > Insert > From File, or click the Insert button on Page panel of navigation pane, or right-click one page thumbnail and choose **Insert Pages…** > From File. In the pop-up dialog box, select the files that you want to insert into the target document, and click **Open**. If the files are non-PDF files and you only want to add certain pages not the whole files, please choose to preview first in the pop-up Foxit PhantomPDF message. Then do the following steps to finish:
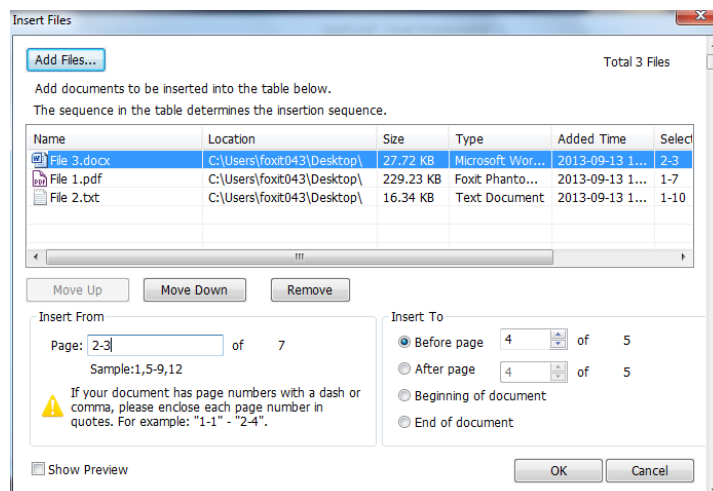
Insert Files dialog box

1. In the Insert Files dialog box, you can still add files, folder and open files further by clicking **Add Files…** button.

2. Then choose one file you added, specify where you want to insert to the current PDF document (at the beginning or the end, or before or after a designated), and page range (insert from …to …) of the file that you want to insert.

3. Check **Show Preview** in the lower left corner, and you can preview the target page and the insert page in preview boxes. Click OK to insert the pages.

4. To leave the original PDF intact as a separate file, choose **Save As**, and type a new name for the merged PDF.

Insert pages from folder

1. Open a PDF file, and choose ORGANIZE > Pages > Insert > From Folder, or right-click one page thumbnail and choose **Insert Pages…** > From Folder.

2. The **Browse For Folder** dialog box pops up. Select the folder that you want to insert into the target document, and click **OK**. (See also "Insert pages from file".)
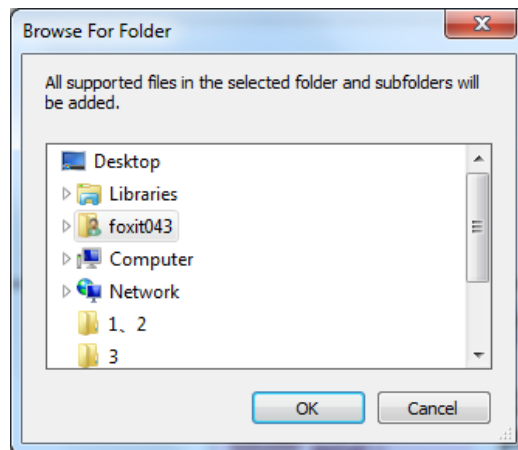
Insert pages from open files

1. Open a PDF file, and choose ORGANIZE > Pages > Insert > From Open Files, or right-click one page thumbnail and choose **Insert Pages…** > From Open Files.

2. (Optional) Directly drag the page thumbnails from an open PDF file and drop at the target place of the current PDF file.

3. In the pop-up Open PDF Files dialog box, select files you want to insert and click Add Files to continue. (See also "Insert pages from file".)

Insert pages from a scanner

You can insert pages from a paper document using Foxit PhantomPDF and your scanner.

1. Open the PDF that you want to serve as the basis of the combined file, and choose
    ORGANIZE> Pages > Insert ⤵> From Scanner, or right-click one page thumbnail and
    choose **Insert Pages…** > From Scanner. In the pop-up From Scanner dialog box, specify the
    place you want to insert pages.
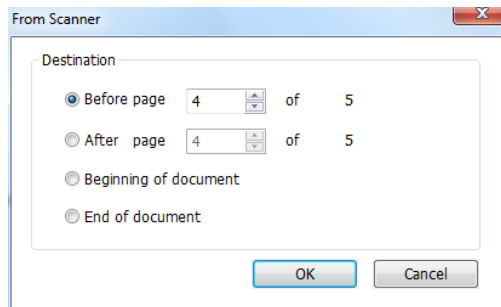
2. Then select a scanner, the input and documents options in the Custom Scan dialog box, and
    then click Scan.
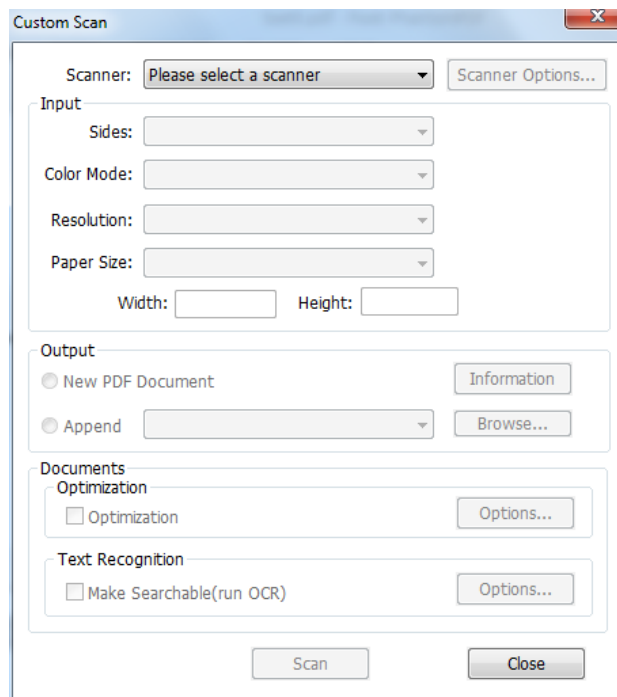
Custom Scan dialog box

See also "Create a PDF Using Scanner**"**

3. To leave the original PDF intact as a separate file, choose Save As, and type a new name for
    the merged PDF.

Insert pages from clipboard

1. Open a PDF file, and choose ORGANIZE> Pages > Insert > From Clipboard, or right-click one page thumbnail and choose **Insert Pages…** > From Clipboard.

2. In the pop-up From Clipboard dialog box, specify the place you want to insert pages. Then the content in the clipboard will be inserted.

3. To leave the original PDF intact as a separate file, choose Save As, and type a new name for the merged PDF.

Insert pages from a blank page

1. Open the PDF that you want to serve as the basis of the combined file, and choose ORGANIZE> Pages > Insert > From Blank Page, or right-click one page thumbnail and choose **Insert Pages…** > From Blank Page.

2. In the Insert Blank Pages dialog box, specify where you want to insert the blank and page count (how many blank pages you want to insert), and click OK.
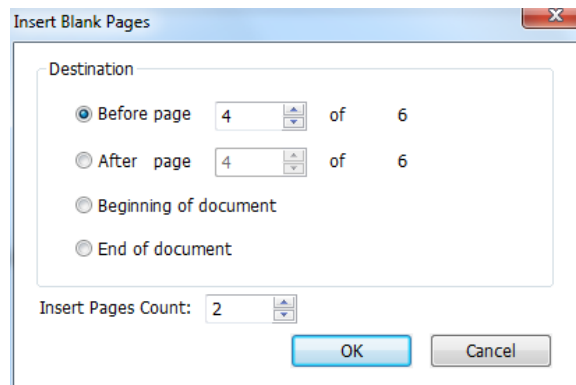
Insert Blank Pages dialog box

3. To leave the original PDF intact as a separate file, choose Save As, and type a new name for the merged PDF.

Delete Pages

After combining PDF files, you can delete unwanted or blank pages.

Delete Pages using the Delete command

1. Open the PDF document where you want to delete pages.

2.   Choose ORGANIZE> Pages > Delete [icon].
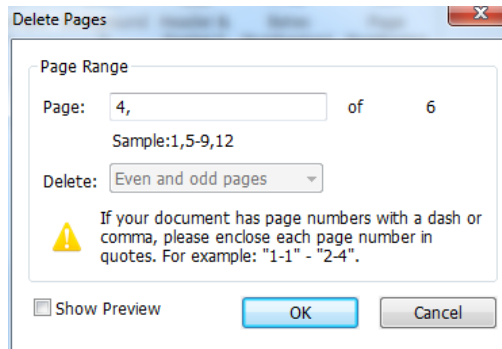
Delete Page dialog box

3.   Specify a page range and click OK to delete the selected pages.

Note: *If you want to retain a copy of the original PDF, make sure that you save the new document using **Save As** rather than **Save**.*

Delete Pages using page thumbnails

1.   In the Pages panel, select a page or group of pages:

    ✧   Drag the mouse to select the page thumbnails.
    ✧   Shift-click or Ctrl-click to select a range of page thumbnails.

2.   Press Delete to delete the selected pages. Or right-click the selected pages, choose "Delete Pages…" in the context menu and click OK.

Extract Pages

Extraction is the process of reusing selected pages of one PDF in a different PDF. Extracted pages contain not only the content but also all form fields, comments, and links associated with the original page content.

You can leave the extracted pages in the original document and create a new PDF that includes all of the extracted pages during the extraction process - comparable to the familiar processes of cutting-and-pasting or copying-and-pasting, but on the page level.

Note: *Any bookmarks or article threading associated with pages are not extracted.*

1.   Open the PDF in Foxit PhantomPDF and choose ORGANIZE > Pages > Extract [icon] . Check **Show Preview** to preview the current document in the pop-up **Extract Pages** dialog box.

2. (Optional) Right-click the page thumbnails that you want to extract and choose **Extract Pages…**.
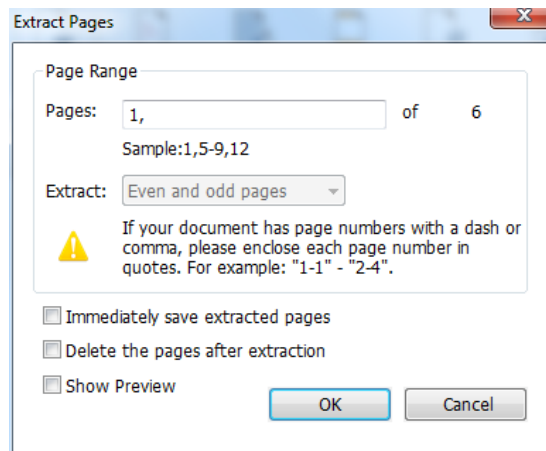
Extract Pages dialog box

3. In the **Extract Pages** dialog box, specify the page range to be deleted. To extract even or odd pages, the page range should include both one even page and one odd page at least.
4. In the **Extract Pages** dialog box, check the item **Immediately save extracted pages** to save the extracted pages into a new PDF file after you click OK. The saved file will not be opened in Foxit PhantomPDF automatically. If the item is not checked, a new PDF file that includes the extracted pages will be opened without being saved. You will have to manually save it.
5. In the **Extract Pages** dialog box, check the item **Delete the pages after extraction** to delete the selected pages from the original document.
6. Click OK after setting. The extracted pages are placed in a new PDF document named "Extracted pages from [*original document name*].pdf".

Note: The creator of a PDF document can set the security to prevent the extraction of pages. To view the security settings for a document, choose FILE > Properties, and select Security tab.

Replace Pages

You can replace an entire PDF page with another PDF page. The text, images and comments on the original page will be replaced.

To quickly update a PDF, you can replace individual pages.

1. Open the PDF that contains the pages you want to replace. Choose ORGANIZE > Pages > Replace or right-click the page thumbnails that you want to replace and choose **Replace Pages…**.
2. Select the PDF document containing the replacement pages, then click Open.

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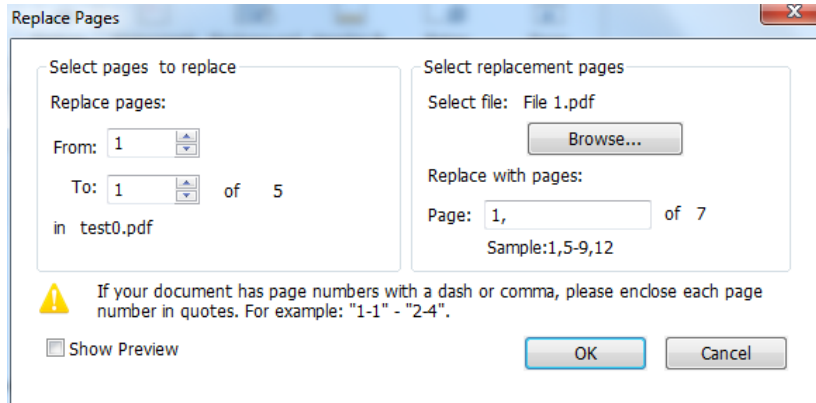
3. In the pop-up **Replace Pages** dialog box, from the original PDF file select pages you want to replace and select replacement pages from the selected file. You can click **Browse** to change the selected file.
4. Click OK to finish.

Note: The bookmarks associated with the original pages will be unavailable after the replacement.

Swap Two Pages

The Swap feature is useful sometimes if you want to swap two different pages within a PDF document.

1. Open the PDF document within which you want to swap pages.
2. (Optional) Directly drag and drop the page thumbnail to the target location in the Page panel of navigation pane.

3. Choose ORGANIZE > Pages > Swap .

4. In the Swap Two Pages dialog box, select or enter two different page numbers in the **Swap** and **For** options.
5. Click OK.

Duplicate Pages

The Duplicate Pages feature allows you to copy pages within a PDF document.

1. Open the PDF document within which you want to copy pages.

2. Choose ORGANIZE > Pages > Duplicate .

3. In the Duplicate Pages dialog box, specify where you want to copy pages within the document and the page range that you want to copy.
4. Click OK.

Move Pages

The Move Pages feature allows you to move pages within a PDF document.

Move one or more pages within a PDF document

1. Open the PDF document within which you want to move pages.

2. Choose ORGANIZE > Pages > Move .

3. In the Move Pages dialog box, specify where you want to move pages within the document, and page range that you want to move.
4. Click OK.

Note: Tagged bookmarks affect the order that reading devices follow, such as devices for the visually impaired. Tagged bookmarks do not change the sequence of pages in a PDF.

Move one or more pages within a PDF, using page thumbnails

1. Click the Pages button to open the Pages panel, and select one or more page thumbnails.
2. To move a page, drag the page number box of the corresponding page thumbnail or the page thumbnail itself to the new location.

Split Document

The Split Document feature is a process of splitting one or more documents into multiple smaller-size documents.

1. Open the PDF document you want to split.

2. Choose ORGANIZE > Pages > Split , or right-click on the target page thumbnails and choose **Split Document** in the context menu.

3. In the Split Document dialog box enter the maximum number of pages or file size after splitting, or choose whether to split by the top-level bookmarks if the document has bookmarks.

4. Click **Select More Files…** to split more files. Click **Output Options** to specify the storage location, the file names and other settings.

5. Click OK.

Crop Pages

The Crop Pages feature allows you to adjust the visible page area. You can create a PDF document with pages of different sizes.

Crop one or more pages

1. Open the PDF document you want to crop.
2. Right click the target page(s) on the Pages thumbnails, choose Crop Pages.
3. In the pop-up Crop Pages dialog box, specify the settings in the Margin Control: select CropBox, ArtBox, TrimBox, or BleedBox (they are displayed in the preview box in black, red, green and blue respectively) and adjust the proportions to crop. You can preview all the boxes on the right after checking the item **Show All Boxes**.
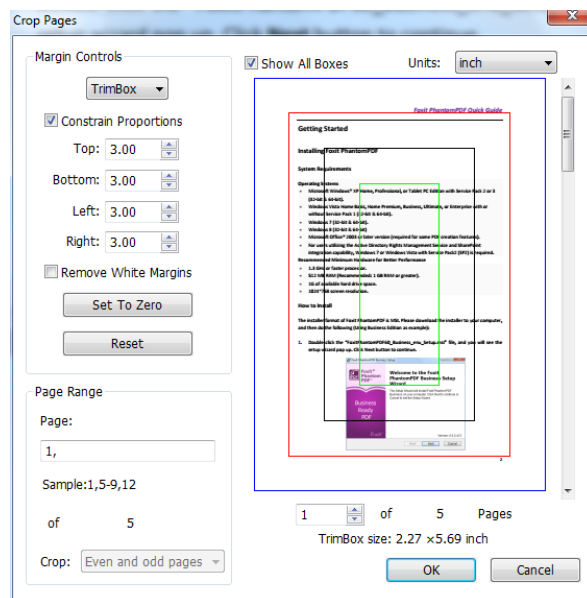
CropBox – Defines the content boundary of the page when it's displayed or printed.

ArtBox – Defines the meaningful content of the page including blank space.

TrimBox – Defines the final dimensions of the page after trimming.

BleedBox – Defines the clipping path when the page is printed professionally to allow for paper trimming and folding. Printing marks may fall outside the bleed area.

Constrain Proportions – Locks the cropped proportions and each margin will have the same distance from each side to the border.

Remove White Margins – Crops the page to the artwork boundary, which is useful for trimming the edges of presentation slides saved as PDFs.

Set To Zero – Restores all the crop margins to zero.

Reset – Resets all the margins to the original dimensions.

4. A rectangle in the page thumbnail showed in the preview box shows the boundaries of the cropped area.
5. Choose the page range you want to crop.
6. Choose the unit of the margin cropping values.
7. Click OK.

Crop one page

1. Choose ORGANIZE > Transform > Crop , the cursor will change to . Drag the cursor to select an area you want to crop. Then double-click the area you cropped.

2. In the pop-up Crop Pages dialog box, the margin measurement indicates the size of the area you selected. You can directly click OK or provide new settings in the dialog box.

Note: Cropping does not reduce file size because information is not discarded but merely hidden. So you can restore the page and its content to its original dimensions by resetting the page size.

Rotate Pages

You can rotate all or selected pages in a document.

1. Open the PDF document within which you want to rotate pages.
2. (Optional) To rotate one page, choose ORGANIZE >Transform > click Rotate Pages

     > Left/Right. Rotation is based on 90° increments.
3. To rotate one or more pages, please use one of the following methods:

     ✧ Choose ORGANIZE >Transform > click Rotate Pages > Multi-page rotate.
     ✧ Right-click the selected page thumbnails and choose Rotate Pages.
     ✧ Select multiple page thumbnails in Page panel and click the **Rotate**

        Counterclockwise button and **Rotate Clockwise** button . Rotation is

        based on 90° increments.

4. In the pop-up Rotate Pages dialog box, specify the direction you want to rotate the pages and the page range.
5. Click OK.

Note: To temporarily change your view of the page, choose VIEW > Page Display > Rotate View > Rotate Left or Right. The original page orientation is restored the next time you open the PDF.

Flatten Pages

The Flatten Pages feature can discard interactive annotations in the PDF file and make them become part of objects of the PDF pages.

1. Open the PDF document where you want to flatten pages.

2. Choose ORGANIZE > Transform > Flatten .

3. In the Flatten Pages dialog box, specify the page range (current page, all pages, a range of pages), and click OK.

*Note: If you want to retain a copy of the original PDF, make sure that you save the new document using **Save As** rather than **Save**.*

Chapter 7 – Comments

A comment is a written note intended as an opinion, an explanation, an illustration, or a statement of fact or opinion, especially a remark that expresses a personal reaction or attitude. You can type a text message or add a line, circle, or other shape to make comments on PDFs you are reading with Foxit PhantomPDF commenting tools. You can also edit, reply, delete, and move the comments with ease.

Use Different Comments Tools

There are various annotation tools with different functions for you to choose: Text Markup Tools, Pin Tools, Typewriter Tools, Drawing Tools, Measure Tools and Stamp Tools. You can add different comments by selecting the annotation tools from the Comments tab or Toolbar.
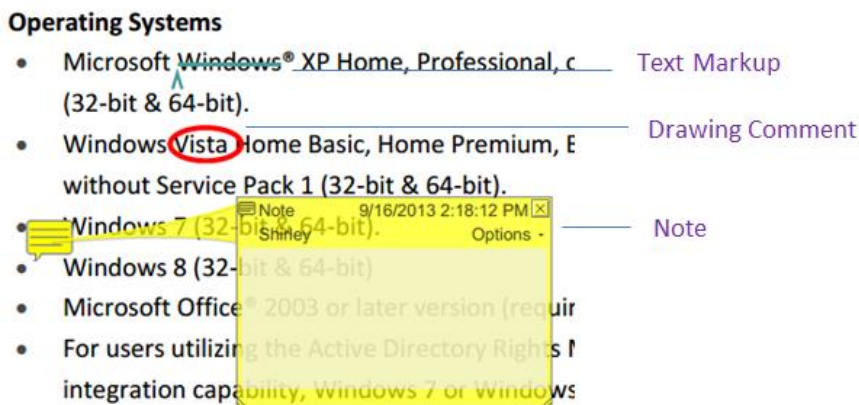
Text Markup Tools

You can use Text Markup tools to indicate where text should be edited or noticed. Text Markups do not change the actual text in the PDF. Instead, they indicate which text should be deleted, inserted, highlighted or underlined. Text Markup tools include Highlight Tool, Squiggly Tool, Underline Tool, Strikeout Tool, Replace Tool, and Insert Tool.

To select a markup tool:

- Choose COMMENT > Text Markup > select [Markup tools name]. Then click and drag from the beginning of the text you want to mark up.

Button	Tool Name	Description
abc	Highlight Text Tool	To mark important passages of text with a fluorescent (usually) marker as a means of memory retention or for later reference.
U	Squiggly Text Tool	To draw a squiggly line under. Similar to Underline Tool.
U	Underline Text Tool	To draw a line under to indicate emphasis.
T	Strikeout Text Tool	To draw a line to cross out text, making others know the text is deleted.
T	Replace Text Tool	To draw a line to cross out text and provide a substitute for it.
T	Insert Text Tool	A proofreading symbol (^) used to indicate where something is to be inserted in a line.

Note: If you want to add multiple comments without reselecting the same tool, you can check Keep Tool Selected at COMMENT > Manage Comments tab.

Pin Tools

You can use pin tools to add comments by adding notes and attaching a file. In note comments you can type a text message. Using the tool , you can attach a file in the document as a comment.

Add a Note Comment

To add a note comment, please click the **Note** tool , click where you want to place the note and make comments in the box.
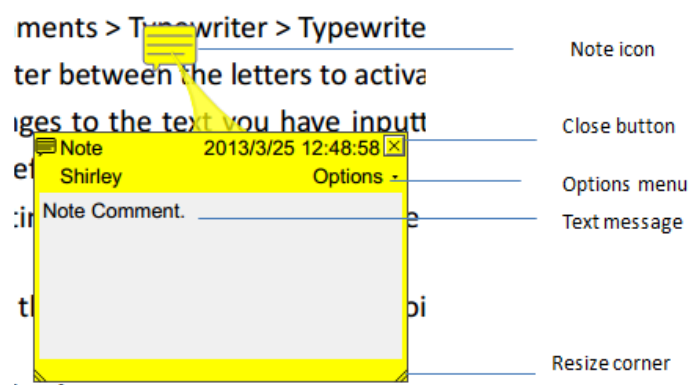
Add a file attachment

To add a file attachment as a comment, do the following:

✧ Click the button on the Pin ribbon under the COMMENT menu.

✧ Position the pointer to the place where you want to attach a file as a comment > click the selected position.

✧ In the Add Attachment dialog box, select the file you want to attach, and click Open.

Note: If you try to attach certain file formats (such as EXE), Foxit Phantom PDF   warns   you   that your attachment is denied because of your security settings.

✧ The File Attachment Icon appears at the place you designated.

Typewriter

The Typewriter tools include Typewriter Tool, Callout Tool, and Textbox Tool.

Typewriter Tool

You can use the Typewriter Tool to add comments anywhere on a PDF, which doesn't appear as annotations.

Note: The Typewriter Tool can be used to fill forms. **See also** "Filling non-interactive forms".

Typewriter comment
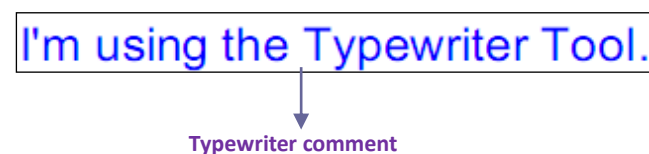
✧ **Add comments with typewriter**

- Choose COMMENT > Typewriter > Typewriter Tool.
- Put the cursor on the area to type any text you want. The COMMENT FORMAT tab appears for you to specify the font format.
- Press Enter if you want to start a new line.
- To finish typing, click anywhere outside the text you have inputted.

✧ **Editing the typewriter comment**

- Choose Comments > Typewriter > Typewriter.
- Put the pointer between the letters and double-click to activate the typewriter text

field.

- Do any changes to the text you have inputted by using the COMMENT FORMAT tab. Use Backspace or Delete keys to delete the characters before or after the pointer.
- To finish editing, click anywhere outside the text field.

Tip: You can use the Arrow Keys to move the pointer right and left or up and down.

 ✧ **Spell Checking Typewriter Input**

You are able to use the Spell Checker to check your typewriter input give you correcting suggestions if the security settings allow. The Spell Checker component has been integrated into Foxit PhantomPDF. However in the future when an update of this component is available on the Foxit server, you have to manually download the component by going to **Check for Updates** in the Help menu of Foxit PhantomPDF.

If you have installed Spell Checker, when you use typewriter to insert any English text, this tool will try to find any spelling errors and highlight them with squiggly lines.

- Right click on the misspelled words, and you will see a list of suggested words.
- Choose one of the suggested words to correct your input or ignore the squiggly line.

 ✧ **Move the typewriter comment**

Do one of the following:

➢ Choose COMMENT > Typewriter > Typewriter Tool and put the cursor on the typewriter comment when the cursor turns to be an arrow ▸ , hold down the mouse and drag the typewriter comment to the intended place.

Tips:
- You can use Home, End or Arrow Key to move the cursor among characters.
- When moving the typewriter comment, a rectangle appears.

➢ Select Hand Tool 🖑 or Annotation Selection Tool 🔖 , click the typewriter comment, and move it to the intended place.

 ✧ **Delete the typewriter comment**

- Choose COMMENT > Typewriter > Typewriter Tool. Position the cursor to the ending or the beginning of the text, drag the cursor to select them all, and press the Delete key.

- (Recommended method) Click the Annotation Selection Tool 🔖 or Hand Tool 🖑 , right-click the text field, and choose Delete.

Callout Tool and Textbox Tool

Callout Tool and Textbox Tool are designed for users to create comments in a callout text box or a box.

Callout text boxes are especially useful when you want to single out (but not obscure) a particular area of a document.
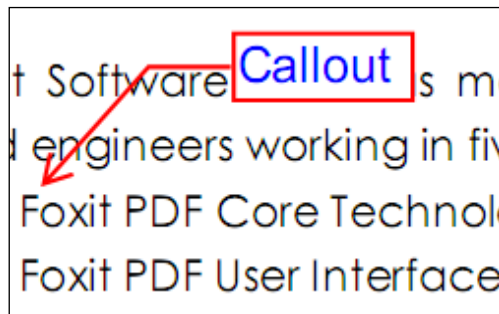
A textbox is a rectangle of any size, possibly with a border that separates the text box from the rest of the interface, allowing the user to input text information. A text box usually remains visible on the document page. It doesn't close like a pop-up note.
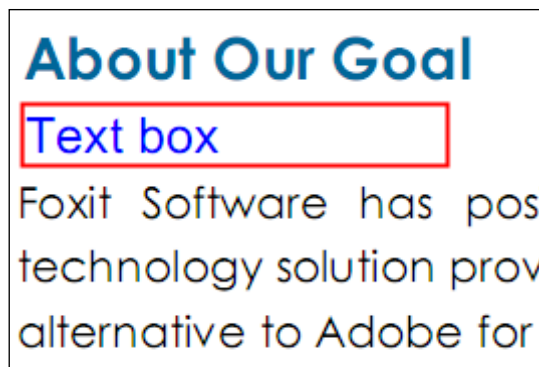
Note: You can add comments to Japanese, Chinese, and Korean text with the Callout Tool or Textbox Tool, but you must have the Eastern Asian Language module installed. Callout text boxes and Text boxes allow for horizontal text only.

✧ **Add a callout or textbox**

- Choose COMMENT > Typewriter > Callout/Textbox.
- Click the place where you want to insert the callout or text box. The COMMENT FORMAT tab appears for you to specify the font format.
- Type the text. Text wraps automatically when it reaches the right edge of the box.

✧ **Resize, move, edit or delete a callout or textbox**

Select the Hand Tool   or Annotation Selection Tool   , and do one of the following:

- To resize the callout or textbox, select it and drag any of the handles to resize it.
- To move the callout or textbox, select it and drag to the intended place.
- To edit the callout or textbox, double-click it and do the editing by using the COMMENT FORMAT tab.
- To delete the callout or textbox, select it and press Delete, or right-click it and then choose Delete.

✧ **Setting callout or textbox preferences**

Please refer to "Setting typewriter preferences".

Drawing

Drawing Tools allow you to mark up a document with rectangles, ovals, polygons, clouds, arrows, lines, polylines, etc. It is quite useful when you have to make some shapes to mark the text or image.

Drawing Tools

Button	Tool Name	Description
	Rectangle Tool	To draw a four-sided plane figure with four right angles. Press Shift key to draw a square.
	Oval Tool	To draw an oval shape or a circle with pressing Shift key.
	Polygon Tool	To draw a closed plane figure bounded by three or more line segments.
	Cloudy Tool	To draw cloudy shapes.
	Arrow Tool	To draw something, such as a directional symbol, that is similar to an arrow in form or function.
	Line Tool	To mark with a line.
	PolyLine Tool	To draw an open plan figure with three or more line segments.
	Pencil Tool	To draw free-form shapes.
	Rubber Tool	An implement, acts as a piece of rubber, used for erasing the pencil markups.
	Area Highlight Tool	To mark important area as a means of memory retention or for later reference.

Note:

If you draw a cloud shape in a counterclockwise direction, the cloud comes out inward   .   If you draw the lines forming the shape in a clockwise direction, the cloud is created with the points

outward *.*

Tips:

- To draw a line in horizontal, vertical, or at a 45 degree angle, press Shift while you draw.
- To draw a square or circle with Oval Tool or Rectangle Tool, press Shift while you draw.

Edit, resize or move the markup

Select the Hand Tool , Annotation Selection Tool or the corresponding Drawing Tool.

- To edit the drawing markup, right-click, select **Properties** and do settings as needed.
- or resize the drawing markup, select it, put the cursor on one of the green points, and drag one of the handles to make your adjustments.
- To move the drawing markup, select it and put the cursor on one of the segments to drag.
- To add a pop-up note to the markup, select it and double-click the markup or right-click it and choose Open Popup Note.
- If you draw a line or arrow, you can enable the comment to be shown on the line or arrow by checking **Show text in line** in the line properties box.
- Check **Set Current Properties as Default** so that the current settings can be applied next time by default.
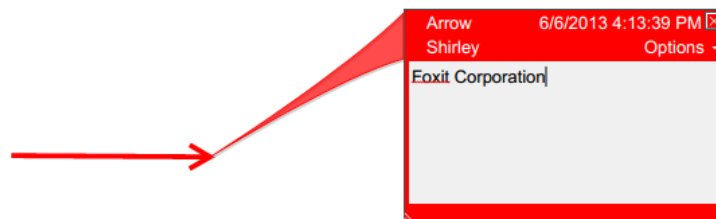
Arrow Comment
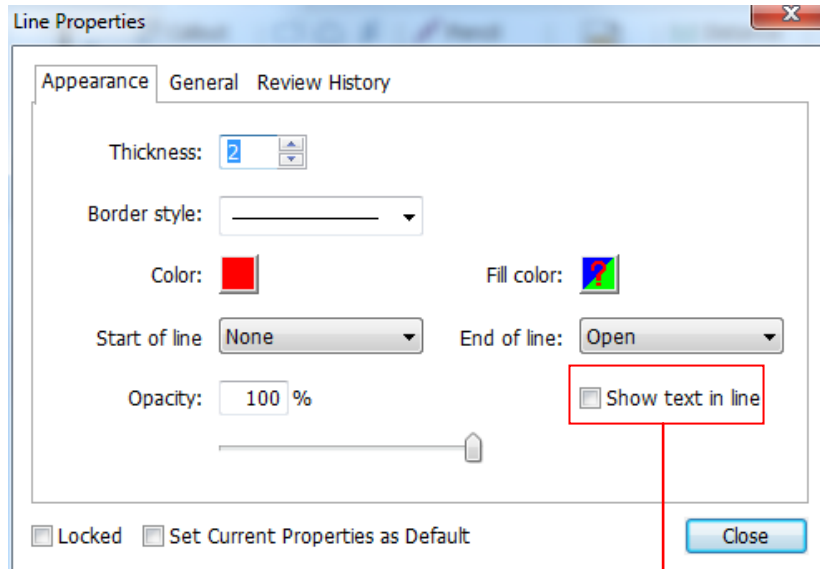
The Properties of the Arrow Comment

Delete the markup

Select the markup and press the Delete key. Or right-click the markup and select **Delete**.

Group the markups

Grouping drawing markups enables you to combine them so that you can work with them as though they were a single object. You can move or delete the group, set its status, change its appearance, etc.

Select the Hand Tool or Annotation Selection Tool , and do one of the following:

- To group/ungroup markups, select the markups you want to group/ungroup by pressing Ctrl > right-click **group/ungroup**.
- To work with a group, select one of the markups and then work with the group as other comments.

Measure Tools

See also "**Using Measuring**"

Stamps

The Stamp Tools in Foxit PhantomPDF are a group of advanced tools that enable you to stamp content and watermarks into a PDF document. Foxit PhantomPDF supports image stamps with various image formats (JPEG, GIF, BMP, WMF, etc.) and PDF file stamps. You can either create dynamic stamps which can obtain information from your system including name, date and time, or import existing dynamic stamps. Stamping PDF files is a very useful feature especially when you need to give reviewers some advices about the document's status or sensitivity.

 —————— Standard Stamp

 —————— Dynamic Stamp

 —————— Create a Custom Stamp

 —————— Create a Custom Dynamic stamp
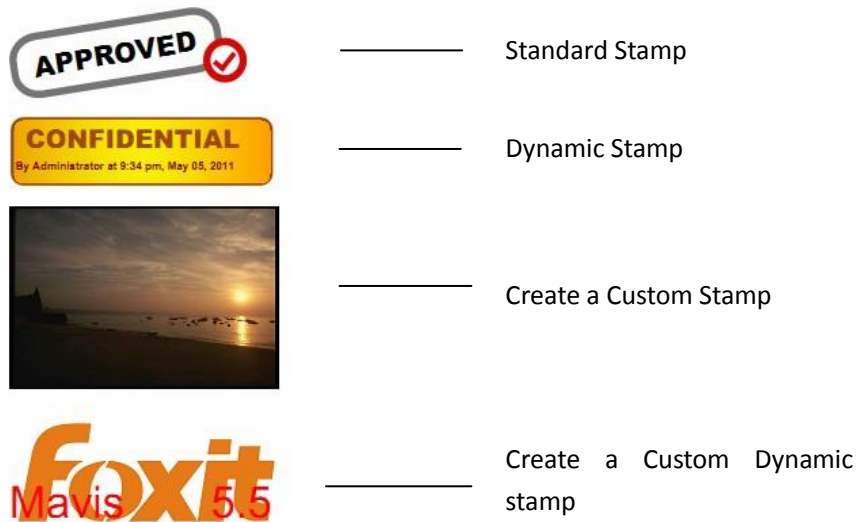
Stamp a PDF

You can choose from a list of predefined stamps, or create custom stamps before stamping a PDF. All the stamps that you import or create are listed in the menu of Stamp Tool and Stamps Palette. To apply a stamp, please do the following:

1. Choose COMMENT > Stamps tab > Stamp button > choose a stamp from the menu. Or choose COMMENT > Stamps tab > Create > **Show Stamps Palette…**. In the Stamps window, select a category from the menu, and then select a stamp.
2. The cursor changes into a rectangle. Click on the position where you want to place the stamp.

*Note: All the stamps that you import or customize will be listed after you click **Stamp** button, you can choose directly a stamp from the menu.*

Create a Stamp

You can create custom stamps and dynamic stamps.

✧ **Creating a Custom Stamp**

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1. Choose COMMENT > Stamps> Create>Create Custom Stamp.
2. In the Create Custom Stamp dialog box, click Browse… and choose an image file or a PDF file. If the selected file contains multiple pages, you can drag the scroll bar to select a page.
3. Type a new category name or choose a category from drop-down menu, name the stamp, and then click OK.

Note: If the stamp you choose is an image file, you can adjust the opacity of the image via dragging the scrollbar as needed.
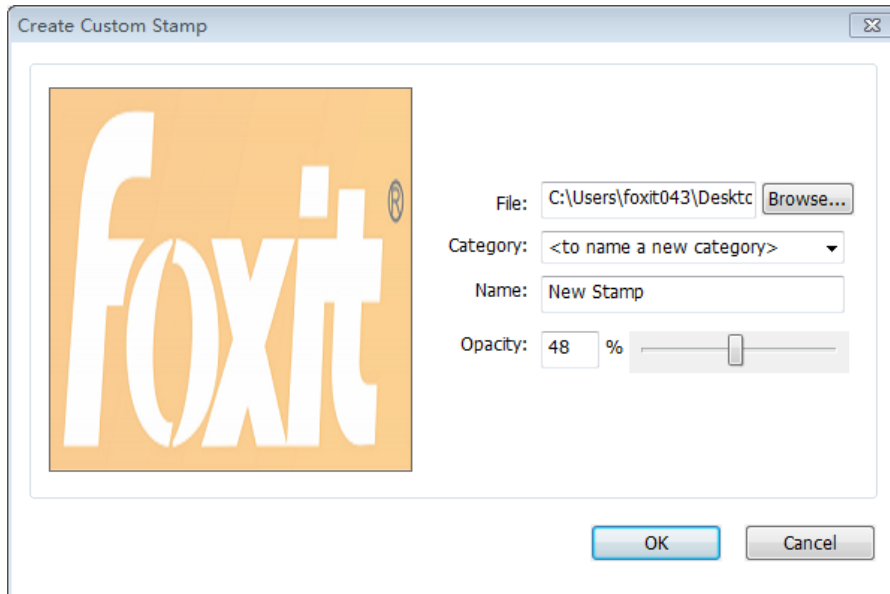
Create Custom Stamps Dialog Box

You can also create a stamp from the clipboard. Please do as the following:

- Copy the image to the clipboard.
- Choose COMMENT > Stamps > Create > Paste Clipboard Image as Stamp Tool, the cursor will be changed into a rectangle.
- Put the cursor over the desired place and you're done.

✧ **Create a Custom Dynamic Stamp**

You can create a Custom Dynamic Stamp to add text, author name and date time on stamps. Please do the following:

1. Choose COMMENT > Stamps > Create > Create Custom Dynamic Stamp….
2. In the Create Custom Dynamic Stamp dialog box, choose one stamp template from the left list or create your own stamp template which can be an image or a PDF file. Choose a category from drop-down menu or name a new one, then name the stamp.
3. Specify Font, Font Size and Font Color.

4. From the Stamp Text option, if you choose <author name>, <date and time>, <date> or < author name, date and time> category without typing any text, it will automatically obtain current user, date, time from your system when you click **Add** button.
5. You can instantly adjust the added content to fit your needs when you preview current stamp on the right top preview pane.
6. Click OK.
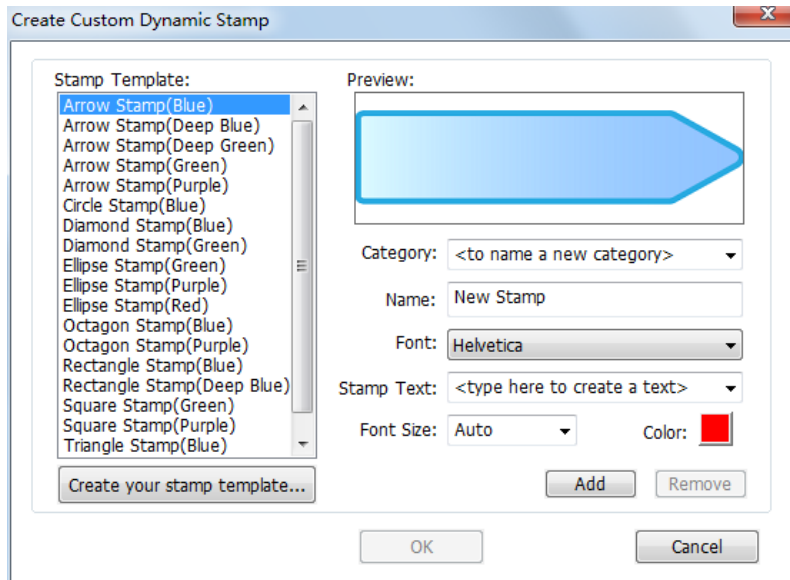
Create Custom Dynamic Stamp Dialog Box

Manage a stamp

To manage a stamp, please do the following:

*   Choose COMMENT > Stamps > Create > Manage Stamps, open Management Custom Stamps dialog box, and select a stamp.
*   Click **Create** and choose one option from the drop-down menu to create a stamp. Please refer to Creating a stamp.
*   Click **Edit** to edit the selected stamp, such as changing category, stamp name, or replacing the image or PDF files etc. Please refer to Creating a stamp.
*   Click Delete to remove the stamp.
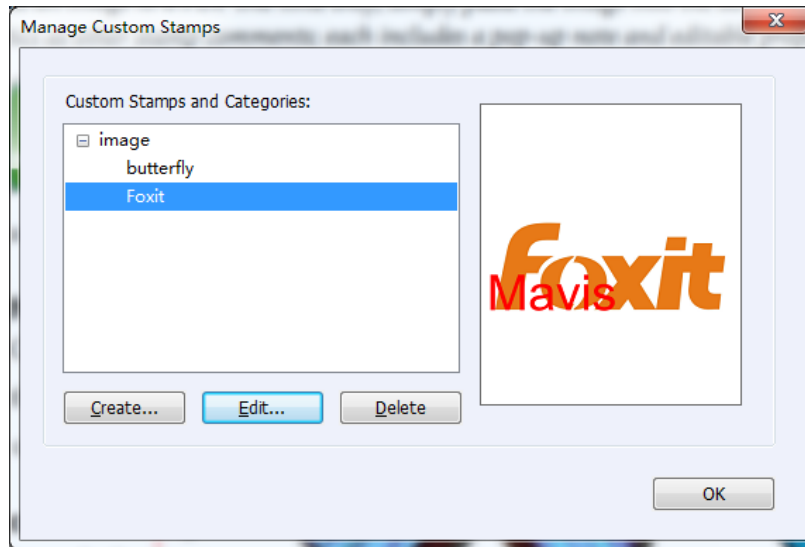
Manage Custom Stamps Dialog Box

Note: *Deleting a custom stamp category will delete all stamps that are subordinate to it.*

✧ **Cut/Copy and Paste a Stamp**

To cut/copy and paste a stamp, please do the following:

- Select the stamp you want to cut or copy.
- Right-click the stamp > Cut/Copy. Or use the shortcut keys Ctrl + X/C to cut and copy.
- Right-click on the page you want to paste the stamp and select Paste. Or use the shortcut keys Ctrl + V to paste.

✧ **Undo/Redo a Stamp**

To undo/redo a Stamp, please click the undo button ↩ and redo button ↪ on the Quick Access toolbar.

✧ **Resize/move a stamp**

- Select the Hand Tool ✋ or the Annotation Selection Tool ⬚.
- To resize a stamp, select it, put the cursor on one of the red points, and drag one of the handles to make your adjustments.
- To move a stamp, select it to drag.
- To add a pop-up note to a stamp, select it and double-click the stamp or right-click it and choose Open Popup Note.

✧ **Delete a stamp**

Do one of the following:

- Select the Hand Tool 🖐 or the Annotation Selection Tool 🔖, select the stamp you want to delete and then press the Delete key.

- Select the Hand Tool 🖐 or the Annotation Selection Tool 🔖, right-click on the stamp, and choose Delete from the Context Menu.

Set Favorite Stamps

- Choose COMMENT > Stamps > Create > Set Favorite Stamps….
- Select a stamp in All Stamps panel, and then click **Add to Favorite**, then the stamp you select will be added to Favorite Stamps panel.
- To remove a stamp from Favorite Stamps panel, select the stamp you want to remove and then click **Remove from Favorite**.
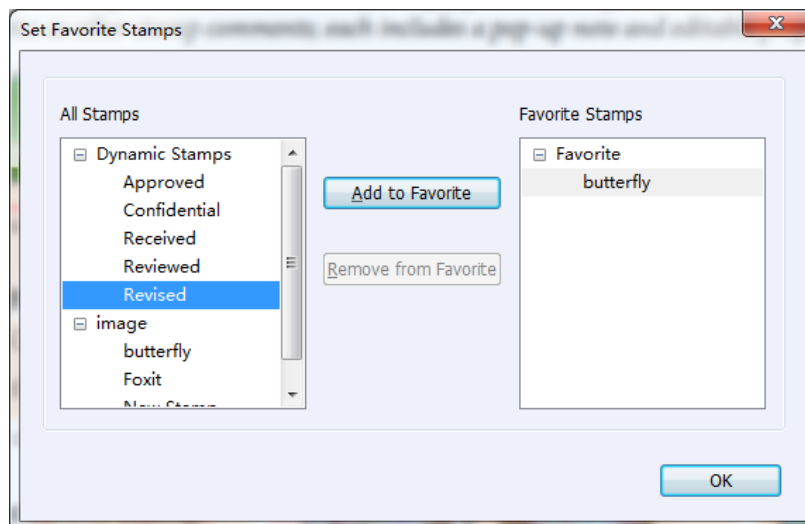
Set Favorite Stamps

Change the Appearance of Comments

You can change the color and appearances of comments or markups after you create them. Also, you can set the new look as the default appearance for that tool.

Change the appearance of Note Comments

1. After you create a note comment, right-click the note icon and choose Properties…, or click Options at the top-right corner of the note popup box and choose **Properties…**.
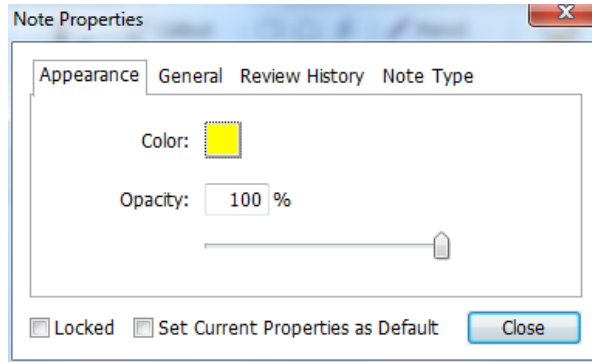
2. In the Note Properties dialog box, do any of the following, and then click Close:

- Click the Appearance tab to change the color and opacity of the comment.
- Click the Note Type tab to change the type of icon used.
- Click the General tab to change the author's name and subject of the comment.
- Click the Review History tab to see the history of changes people have made to the status of a comment during a review.

See also "Set a status".

- Check **Locked** at the bottom of the Note Properties dialog box to prevent the comment from being moved, altered or deleted.
- **Set Current Properties as Default** – Sets the current property settings as default so that all the settings can be applied by default next time.

Change the appearance of Text Markups
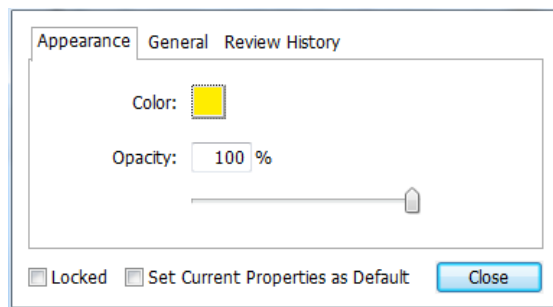
- Follow the steps of "Change the appearance of Note Comments".
- There is no Note Type tab in Text Markups settings.

Change the appearance of Drawing Markups
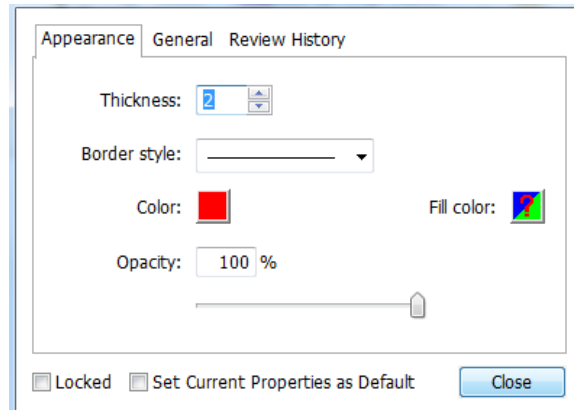
In the Properties dialog box, do any of the following, and then click Close:

● Click the Appearance tab to change such options as the border style, color and opacity. The type of the comment selected determines which options are available.
● Click the General tab to change the author's name and subject of the comment.
● Click the Review History tab to see the history of changes people have made to the status of a comment during a review.

See also "Set a status".

● Select Locked at the bottom of the Properties dialog box to prevent the comment from being altered or deleted.
● **Set Current Properties as Default** – Sets the current property settings as default so that all the settings can be applied by default next time.

Change the appearance of Typewriter Markups
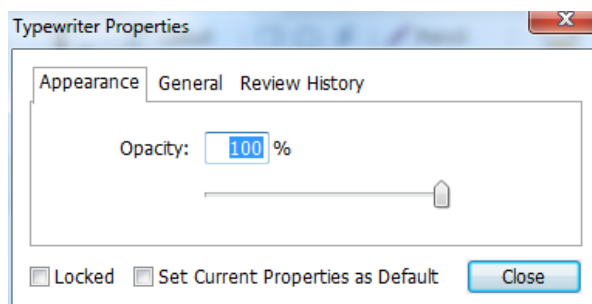
In the Typewriter Properties dialog box, do any of the following, and then click Close:

● Click the Appearance tab to change the opacity.
● Click the General tab to change the author's name and subject of the comment.
● Click the Review History tab to see the history of changes people have made to the status of a comment during a review.

See also "Set a status".

- Select Locked at the bottom of the Properties dialog box to prevent the comment from being altered or deleted.
- **Set Current Properties as Default** – Sets the current property settings as default so that all the settings can be applied by default next time.

Change the appearance of a textbox or callout

Please refer to "Change the appearance of Drawing Markups".

Set the default appearance for a comment

You can set default properties for any type of comments or markups so that subsequent comments you create share the same icon and color properties.

- Choosing the Hand tool, or the Annotation Selection tool, or with the current comment tool selected, right-click the comments, and select Set Current Properties as Default in the pop-up Context Menu.
- All comments you create using this tool will display the properties you set.

Work on Comments

View all comments

The comments panel displays all comments in the PDF so that you can easily find the comments. In addition, it also provides a toolbar with basic options: Search box, Expand All, Collapse All, Previous, Next, Sort By and Hide/Show all comments.

- The comment is displayed in the popup note or on the markup icon and acts as a tooltip when the popup note is closed.
- If you input the comment with too many lines, it will only show some of the comment while the rest will be displayed as suspension points when the cursor is moved outside the popup note. Click inside the message box to view it with scroll bar.
- The Comments Panel displays all the comments in the PDF. When you navigate through comments, the selected comment will automatically be kept in sync with the current comment being displayed. And you click on a comment to go to the specify comment on page.

To view comments in Comments panel,

- Click the comments button in Navigation panel to open Comments panel.
- In Comments panel, there are the following functions to provide you:

- ✧ Search box [🔍 Search] - Type a string to search comments that contains the string.

- ✧ Expand All 📑 – Click Expand All button to expand individual comments.

- ✧ Collapse All 📑 – Click Collapse All button to collapse all comments.

- ✧ Previous ⬅ /Next ➡ – Browse through the comments. Click the Previous button or the Next button to go to the previous or next comment. The two buttons are unavailable if no comment is selected.

- ✧ Sort By ⬇⬆ – you can sort comments by author, page, type, date. In a thread of replies, only first message is sorted, and the reply messages are sorted in the same category as first message.

- ✧ Show/Hide all comments 💬 – you can show/hide all comments in the PDF document.

Note:

1. You can click the plus and minus signs next to comment to expand or collapse comments.
2. The page on which comment is located is kept in sync with the selected comment. To go to the page where a comment is located, only simply click the comment in the comment panel.
3. To show/hide all comments on the Comments panel, you can also choose COMMENT > Manage Comments > Comments 📑 > Show All/ Hide All.

Cut, copy and paste comments

Cut comments

Cutting removes selected comments from the current location. Once you cut the comments, you can paste within the same document, into a different document.

- Select comments to be cut.
- Select Cut from the right-click menu, or press Ctrl + X.
- You are now ready to paste.

Copy comments

Once you copy the comments, you can paste within the same document, into a different document.

- Select comments to be copied.
- Select Copy from the right-click menu, or press Ctrl + C.

- You are now ready to paste.

Paste comments

You can paste comments within the same document, a different document in Foxit PhantomPDF.

- Copy or cut the selected comments.
- Place your cursor where you want to paste comments within the same document or to another opened document.
- Select Paste from the right-click menu, or press Ctrl + V.

Undo and Redo comments

See also "Undo and Redo"

Set and change a status

Set a status

Setting a status is useful for keeping track of comments that you have read or that require further action. You can use the status to indicate which comments you want to accept, reject, cancel, complete or export to other documents.

By setting the review status, you can show or hide a certain set of comments, and let review participants know how you are going to handle the comment. Once the review status is set, you cannot remove the review status display from history in the Review History list, even if you change the review status to None.

By setting the migration status, you can confirm whether the comment is exported to other documents and let review participants know the results. Once the migration status is set, you cannot remove the migration status display from history in the Review History list, even if you change the migration status to None.

Change the status of a comment

- With the Hand tool, Annotation Selection tool or the corresponding tool selected, right-click a comment you want to change the status of, choose Set Status >choose one option from the pop-up Context menu, and then select an option.
- To view a markup's history of changes:
  A. Right-click the markup, and then choose Properties.
  B. In the Properties dialog box, click the Review History tab to view the history of status changes people have made to a markup.

Reply to comments

Replying to comments is useful in shared reviews, when participants can read each other's comments. They can also be used by review initiators to let reviewers know how their suggestions are being implemented. All replies appear in the popup note and are listed below the original comment. You can view the respective reply with the reply title and mark.

1. To reply to original comments in the pop-up note, do any of the following:
   - Using the Hand tool, Annotation Selection tool, or the corresponding comment tool, open the pop-up note for the comment and select **Reply** in the **Options**.
   - Right-click the original comment and select **Reply**.
2. Respond to other reviewers' comments
   - Using the Hand tool, Annotation Selection tool, or the corresponding comment tool, and open the pop-up note for the comment.
   - Right-click other reviewer's comment and select **Reply to this Reply**.
3. Delete the reply message

   In the note pop-up window, right-click the Text message window and click **Delete this reply**.

4. Change the color of reply message window
   In the note pop-up window, right-click the reply message window and choose **Change Color**.
5. Flag comments with a checkmark
   You can mark with a comment with a checkmark by right-clicking the comment and selecting

   Mark with a Checkmark. The checkmark icon ☑ will appear in the Comments pane in the

   navigation panel. Or you can directly make the checkmark for a comment in the Comments pane. With the checkmark you can sort comments.
6. Change the author name
   Right-click the comment and select **Change Author Name**.

Note: To open/close all comments' popup notes, please choose COMMENT > Manage Comments >

Popup notes 🗩 *> Open All/ Close All.*

Arrange comments

You can arrange multiple comments by aligning, centering and distributing them. Please follow the steps below.

Select multiple comments

1. Select the Annotation Selection Tool 🖱.

2. Press and hold Shift or Ctrl and click the comments you want to edit.

Align Comments

Select two or more comments that you want to align. Then do one of the following:

- Choose COMMENT > Drawing > Arrange > Alignment, and then choose a command as follows:

    A. To align a column of comments, choose [icon], [icon], or [icon] to align them respectively to the left edge, right edge, or vertical axis of the anchor comment.

    B. To align a row of comments, choose [icon], [icon], or [icon] to align them respectively to the top edge, bottom edge, or horizontal axis of the anchor comment.

Note: When you right-click or Ctrl-click one of the selected comments, it will be highlighted in red, indicating that it's the anchor comment. The align menu commands move the other selected comments to line up with the edges of the anchor comment.

- Refer to Align Images for more information.

Center Comments

This function enables you to center comments vertically, horizontally or both.

To center comments, select two or more comments that you want to center. Then do one of the following:

- Choose COMMENT > Drawing > Arrange > Page Center, and then choose [icon], [icon], or [icon] to center them vertically, horizontally or both.
- Please refer to Center Images for more information.

Distribute Comments

In the context of laying out comments on a page, you can give a group of comments uniform spacing, based on the centers of adjacent comments. This function will be available when selecting three or more comments.

- To distribute the comments, choose COMMENT > Drawing > Arrange >Distribute, and then choose [icon] and [icon] to distribute vertically or horizontally.
- Please refer to Distribute Images for more information.

Summarize comments

Summarizing comments is an easy way to help you directly obtain a synopsis of comments associated with the PDF. Foxit PhantomPDF supports to create a comment summary PDF. To create a comment summary, do as below:

1. Choose COMMENT > Manage Comments > Summarize Comments.
2. In Create Comment Summary dialog box, do the following:
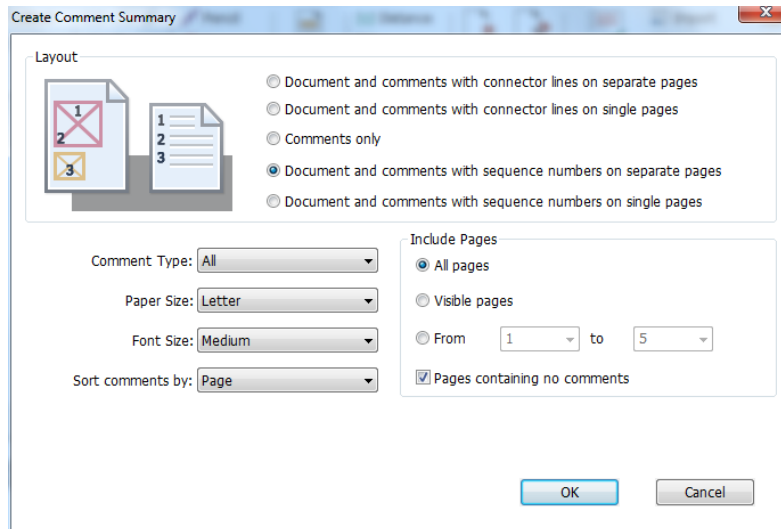
A. Choose the layout of the summary and there are five types of layouts for you to choose:

- L1--Document and comment with connector lines on separate pages
- L2-- Document and comment with connector lines on single pages
- L3—Comments only
- L4-- Document and comment with sequence numbers on separate pages
- L5-- Document and comment with sequence numbers on single pages
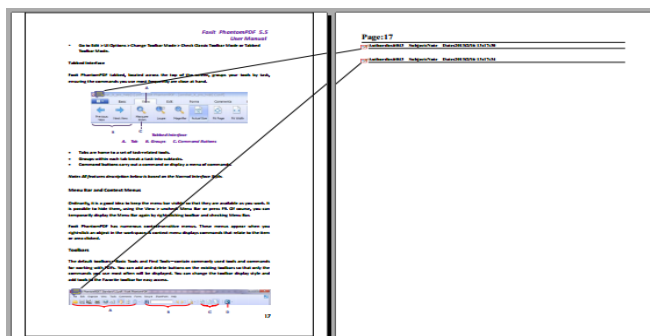
L1
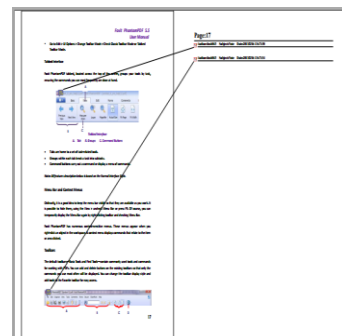
L2
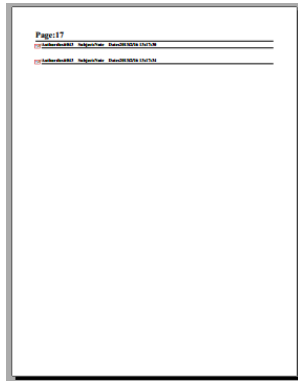
L3
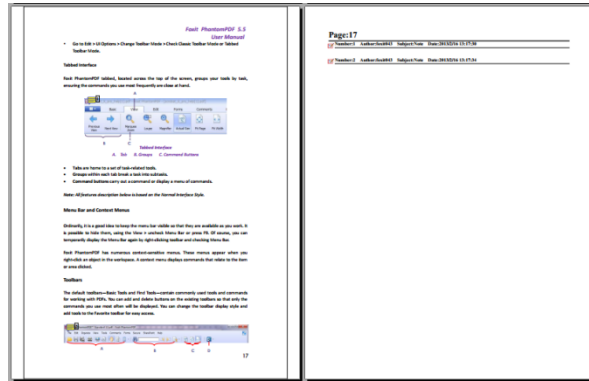
L4
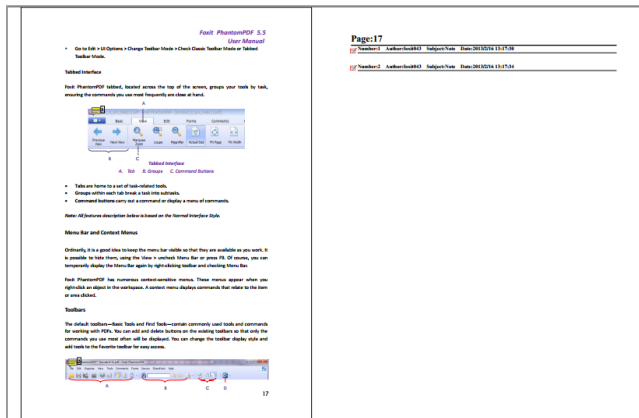
L5

B.   Comment Type - Choose the comment type you want to summarize.

C.   Paper Size-Select the paper size of the summary

D.   Font Size - Select the font size of the summary.

E.   Sort comments by – Choose how to sort the comments.

F.   Include pages– Specify the page range you need to summarize.

3.   Click OK and a PDF named Summary of Comments on [*original document name*].pdf will be opened automatically. You can rename it before you save.

Send annotated PDFs

Foxit PhantomPDF makes it easy for users to share reviews. You can send your annotated PDFs to any reviewers to check and respond to your comments.

To send an annotated PDF file, do the following:

• Click on the Save button to save all the comments you have made.

• Choose SHARE > Send To > Email to send it out.

Import/export comments data

This feature is especially useful for PDF reviewing. When you receive an email invitation to a PDF review, the invitation typically includes the PDF as an attachment or provides a URL to the PDF. Alternatively, you may receive a Form Data Format (FDF) attachment. When opened, an FDF file configures your review settings and opens the PDF in a web browser. At this moment, you need to know how to import the comment data from the FDF file. Similarly, you may export comment data and send them as an FDF file to the other participants.

Import comments data

Do as the following:

• Double-click a FDF file to open it directly with Foxit PhantomPDF.

• Choose COMMENT > Manage Comments > Import [icon] > navigate to where the desired

file is, select it (if you want to import multiple comments file, you can select them by holding Ctrl/Shift or by dragging the mouse to select), and press "Open". You will be prompted that the comments data has been imported successfully.

Foxit PhantomPDF

Successfully imported data to current document.

OK
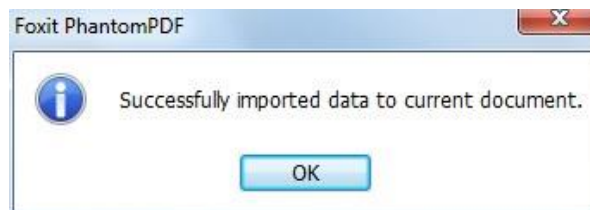
Export comments data

To export comments data, please do one of the following;

• To export comments data as a FDF

   A. Choose COMMENT > Manage Comments > Export [icon].

   B. You will be presented with a standard Windows "Save As" dialog box. Navigate to where you want to save the FDF file (e.g., your Documents folder), specify its name and click Save button.

   C. You will be prompted that the data has been exported successfully.

• To export and send in an e-mail

   A. Choose COMMENT > Manage Comments > FDF via Email [icon].

   B. Your default e-mail program will pop up, and the comments data will be exported as a FDF file and attached in the email automatically.

   C. Type the e-mail address and title > click Send.

D.   The comments in FDF will be sent separately.

Note: The option of Export comments data will be available only when the comments have been added to the PDFs.

Tip: The users of Foxit PhantomPDF can import the comments data from txt and dbf files or export the data of PDFs and save in FDF formats file. You can also export the data in FDF format and email as an attachment.

Chapter 8 – Forms

Foxit PhantomPDF is extremely useful for form filling and form designing. Please read below for more information.

Interactive Form and Non-interactive form

There are two kinds of "form" files. One is a PDF file with fillable fields, which enables you to fill the form directly by clicking the form fields without using other features. This is called an *Interactive PDF Form*. The other kind of form is a plain PDF file with lines and texts, which should be filled with the typewriter feature in Foxit PhantomPDF. This is called a *Non-interactive PDF Form*.

Interactive Form

For interactive forms, you will see a document message bar appear between the toolbars and the form itself. If you do not want to see it again when reopening this file, please choose FILE > Preferences > Forms > Always hide document message bar. To show it, redo the steps.

| This document contains interactive form fields. | Highlight Fields | × |

The left side of the message bar typically informs you that this document is a fillable form. The right side of the message bar has two buttons. One is a **Highlight Fields** button, which colors the backgrounds of all blanks to be filled in and outlines any required blanks, making it easy to see them at a glance. Click to it to highlight all fields or cancel the highlight. Another button is a close button.

Acro Form and XFA (*XML Forms Architecture*) Form

Foxit PhantomPDF now supports both Acro Form and XFA Form. You can fill in XFA forms with the Hand Tool 🖐, the same which you were able to do with normal fillable forms (also known as Acro Form).

Non-interactive Form

The document message bar will not appear. This kind of form acts like an ordinary PDF document that has plain text and you will need to use the Typewriter feature to fill in this form.

Fill in PDF Forms

Foxit PhantomPDF not only allows you to fill in PDF forms and print them out, but also supports advanced form operations, such as saving filled-out forms and importing/exporting forms data.

Fill Interactive Forms

If a PDF form contains interactive form fields, you can fill in the form with the Hand Tool 🖐.

When you place the pointer over an interactive form field, the pointer icon changes to one of the following:

- Hand icon 👆 -- Appears when mousing over a button, radio button, check box, or item on a list.

- I-beam icon Ⅰ -- Appears when you can type text into the form field.

To fill in an interactive form, please do the following:

- If necessary, select the Hand tool 🖐.

- (Optional) To make form fields easier to identify, click the Highlight Fields on the document message bar. Form fields appear with a colored background (grey by default).

- Choose FORM > Form Recognition > Run Form Field Recognition. Then click on the first form field you want to fill in, either to select that option or to place an I-beam pointer Ⅰ in the field so that you can start typing.

- Right-click the text fields, and choose Paste or Select All to do other operations.

- After making a selection or entering text, do any of the following:
  A. Press Tab or Shift + Tab to accept the form field change and go to the next or previous field.
  B. Right-click form field and press the Up arrow key to select the previous option in an item of list, or press the Down arrow key to select the next option.

- After you fill in the form fields, do one of the following:
  A. Click the submit button if one exists. Clicking this button sends the form data to a database across the web or over your company intranet.

  B. Click Save icon 💾 on toolbar, or choose FILE > Save.

  C. Choose FILE > Save As, and specify a location for the copy.

Clear a form entry

Click one of the form fields, and use the Backspace key or Delete key.

Reset unsaved form entries

Choose FORM >Form Data> Reset Form

Clear a form in a browser

Do either of the following:

- Select the reset form button if one exists. You can't undo this action.
- Quit the browser, and start again.

Note: Clicking the web browser's Reload for Refresh button, the Back or Go Back button, or following a link to another page may not complete clearing the form.

Fill lengthy entries in forms

Some PDF forms can contain dynamic text fields, which changes the text you input in size to accommodate the text fields. The text appears smaller and smaller when the words you type exceed the current size of the field. When you're finished typing and the field is deactivated, the text field displays all of the typed text in smaller size.

Spell-checking form entries

You can spell- check the text you typed in form fields after purchasing Foxit PhantomPDF if the security settings allow.

If you have installed the Spell Checker, when you insert any English text in the form fields, the spelling errors will be highlighted and underlined with squiggly lines.

To spell-check entries, do the following:

- Right-click on the misspelled words and you will see a list of five suggested words.
- Choose one of the suggested words to correct your input or ignore the squiggly line.
- If all the suggested words are not the exact words you want to input, try to correct them with other words.

Fill Non-interactive Forms

If a PDF form contains non-interactive form fields, you can fill in the form with the Typewriter .

When you place the pointer over a non-interactive form field, the basic pointer icon doesn't change.

Non-interactive PDF forms can be printed and filled in by hand. Or choose REIVIEW ribbon> Typewriter tab> Typewriter Tool to type information over the blank form fields and then save or print a copy of the completed form.

To use the Typewriter Tool to fill the non-interactive forms and spell-check the entries, please refer to "Typewriter Tool" .

Note: To add text before or after the form fields, you can either choose to use Edit > Edit Content > Add Text or refer to the Typewriter Tool.

Comment on Forms

You can comment on PDF forms, just as on any other PDF. You can add comments only when the form creator has extended rights to the users.

Whether or not these comments are included when the form is submitted depends on how it is submitted. For example, if you use Foxit PhantomPDF to print the form for mailing or faxing, the comments do not appear. But if you attach the filled-in form to email as a complete PDF, the comments are included. Also, you can send the comments separately as an email attachment.

See also "Chapter 7 - Comments".

Manage Form Data

You can import form data from other file formats to a PDF form, or export form data on a PDF form to other file formats. You can also export form data from multiple PDF forms to a CSV file.

Import/Export Form Data

To import and export form data is similar to the way of importing and exporting comment data. However, this function is only for PDF interactive forms. All the options for importing and exporting form data will be unavailable when you open other ordinary PDFs or non-interactive forms.

To learn how to import and export form data, please view "Import/Export Comments Data".

You can also export form data to an existing CSV file by clicking FORM > Form Data > Export > **Append to an Existing Sheet**. In the Open dialog box, select a CSV file you want to append the

form data to and click Open. A Foxit PhantomPDF message will pop up to prompt that the form data has been exported successfully and let you decide whether to open the file.

Tip: The users of Foxit PhantomPDF can import the form data from txt, xml, CSV, dbf or Excel format files or export the data of PDFs and save in FDF formats file, and it also can import and export the form data of PDFs and save as txt, xml, CSV, dbf or Excel format files.

Combine forms to a sheet

To export form data from multiple PDF forms to a CSV file, please do as following:

1. Choose FORM > Form Data > Combine Forms to a Sheet.

2. In the Export multi-forms to a sheet dialog box, click Add Files to add files that you want to combine into a sheet. You can also click close button in the dialog box to remove files.

3. (Optional) Check the option **Contain forms you closed recently** to add the PDF files you closed recently. You can also append the exported form data to an existing file by checking the option **Append to an existing file**.

4. Click Export. In the Save As dialog box, specify a folder and file name ("data source.csv" by default) for the CSV file and click Save. A Foxit PhantomPDF message will pop up to prompt that the form data has been exported successfully and let you decide whether to open the file.

Form Fields

Foxit PhantomPDF uses a group of buttons that can be used to create and design form fields in interactive forms. You are able to add push buttons, text fields, check boxes, combo boxes, list boxes or radio buttons to create an interactive PDF form and specify their properties.

Create Interactive Forms

You can either create an entirely new interactive form from a blank page or add form fields to an existing electronic form.

To start from a blank page, please do the following:

- Create a blank PDF from FILE > Create > Blank, or choose CONVERT > Create > Blank.
- Open the blank page with Foxit PhantomPDF, and then add form fields.

To create forms from non-interactive table:

- Open it with Foxit PhantomPDF and choose FORM > Form Recognition > Run Form Field Recognition . All fillable fields in the document will be recognized and highlighted.

- Add form fields from FORM > Form Fields > click a type of form field button and the cursor changes to crosshair ‑¦‑ . And the Designer Assistant is selected automatically.

- All the corresponding type of form fields will be automatically named with the text near the form fields(Take the text fields for an example as below).

- Click the place you want to add the form field. To edit the form field further, please refer to the properties of different buttons from "Buttons".

Applicant	Applicant	Gender	Gender
Address	Address		

Creating Text Fields

Buttons

There are seven basic buttons to add form fields for you to create an interactive PDF form:

Button	Tool Name	Description
OK	Push Button	Creates an interactive form element to initiate certain predefined actions, such as opening a file, submitting data to a web server, or resetting a form. This button can also be customized with images and text.
✔	Check Box	Presents yes-or-no choices for individual items. If the form contains multiple check boxes, users can select what they want.
●	Radio Button	Presents a group of choices from which the user can select only one item.
	Combo Box	Lets the user either choose an item from a pop-up menu or type in a value.
	List Box	Displays a list of options the user can select.
	Text Field	Lets the user type in text, such as name, address, phone number, etc.
XXXX	Signature Field	Creates a blank digital signature field for reviewers to sign the document

A PDF Form

Push Button

✧ **Create a new push button**

Choose FORM > Form Fields > Push Button OK , your cursor changes into ⊹ and do the following:

- Drag an area in the desired place to create a push button.
- A box appears under the button for you to input the button name and the name of label.
- You can also click the All Properties to do more settings.

✧ **Move and resize a push button**

- To move a push button, select Annotation Selection Tool 🔖 or push button OK, click and drag the button to move it to a new location.

- To resize a push button, select Annotation Selection Tool 🔖 or push button OK, click to select the button, and then drag a border handle.

✧ **Delete a push button**

- Select Annotation Selection Tool 🔖 or push button OK, click the push button you want to delete.
- Press Delete, or right-click the push button > Delete.

✧ **Create multiple copies of a push button**

You can create multiple copies of a push button. The new push button names are based on the original push buttons and appended with a number. However, you are able to create them with the same names. In addition, all the new push buttons are created sequentially, using standard array format.

- With the Annotation Selection Tool 🔖 or push button OK, select one or more push buttons that you want to copy (press Shift or Ctrl when clicking to select more buttons).
- Right-click one of the buttons > Create Multiple Copies…
- In the Create Multiple Copies of Fields dialog box, do the following:
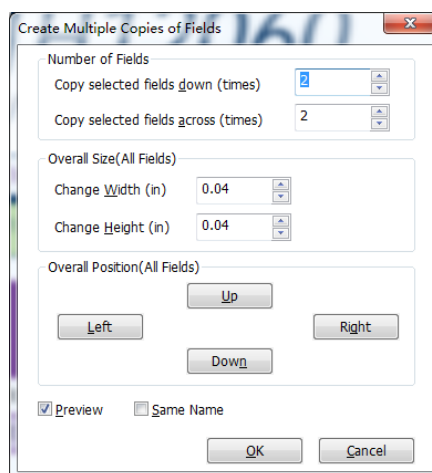
The Create Multiple Copies of Fields dialog box

A. To specify the rows to be created, enter or select a number in Copy Selected fields down (times). The default number is set to 2.

B. To specify the columns to be created, enter or select a number in Copy Selected fields across (times). The default number is set to 2.

C. To specify the width of the area in which the columns of fields appear, enter or select a number in Change Width (in). The default number is set to 0.04.

D. To specify the height of the area in which the columns of fields appear, enter or select a number in Change Height (in). The default number is set to 0.04.

Note: The width and height values don't change the dimensions of individual fields but designate the size of the entire area for all the selected and newly created fields.

E. To change the position of buttons, use the Up, Down, Left, and Right buttons in the dialog box.

F. Click Preview to apply the results.

G. Click Same Name to apply the names of original buttons to the newly created buttons, and click OK.

Note: Copies of push buttons function independently of each other. You can use a different procedure to duplicate push buttons, creating an information- sharing relationship among these buttons.

✧ **Duplicate a push button across multiple pages**

• Select the push button that you want to duplicate.
• Right-click the button > Duplicate…

Note: The Duplicate command isn't available for forms with only one page.

• Then do one of the following:

A. To duplicate the push button on every page in the form, select **All**, and click OK.

B. To duplicate the push button on odd/even page in the form, select **Odd pages** or **Even pages**, and click OK.

C. To duplicate the push button on a limited range of pages, type the starting and ending page on which you want the button to appear. Click OK.

Note: Enter the page number including or not including the page on which the button originally appears doesn't affect the duplication process. Including that page won't create a second copy on top of the original one, and not including it won't remove the original button.

✧ **Set tab order**

You can set the tab order of the buttons you created. The order number will show on the top left corner.

• Choose the Annotation Selection Tool, select the buttons you want to order and move

the cursor to one of the buttons you selected.

- Right click the button and choose Set Tab Order on the context menu.

✧ **Set push button properties**

You can set properties that apply formatting, determine the appearance and actions, and so forth.

The push button has a General tab, Appearance tab, an Options tab, and an Actions tab. Besides, there are two items on every tab:

➢ **Locked –** When selected, prevents any further changes to any push button properties.
➢ **Close –** Applies and saves the current button properties, and closes the button properties dialog box.

Note: If you select Locked on any tab, it will lock all options for the button, but not just the options on that tab.

1. General tab for the button properties

The General tab in push button properties contains the following options:

- Name – Specifies the unique name of the selected push button.
- Tooltip – Displays text that the hesitant user may find helpful in clicking the button. Tooltips appear when the pointer hovers over the push button.
- Form Field – Specifies whether the push button can be seen, either on screen or in print. There are four choices for you: **Visible**, **Hidden**, **Visible but doesn't print**, and **Hidden but printable**.
- Orientation – Rotates the push button by 0, 90, 180, or 270 Degrees.
- Read Only – Prevents the user from clicking the push button.
- Required – This option is not available for the push button.

2. Appearance tab for the button properties

The Appearance properties determine how the push button looks on the page. The Appearance tab in push button properties contains the following options:

- Line Style – Alters the appearance of the frame. Select Solid, Dashed, Beveled, Inset or Underline.
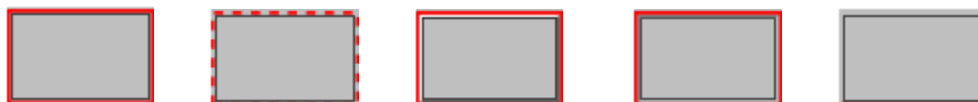
Solid	Dashed	Beveled	Inset	Underline

The appearances of Push Button with different line styles

Note: You may not see the difference if no color is chosen as the border color.

- Thickness – Specifies the width of the frame surrounding the push button: Thin, Medium, or Thick.
- Border Color – Opens a color picker in which you can select a color for the frame surrounding the button. To leave the button without a frame, select No color.
- Fill Color – Opens a color picker in which you can select a color for the button. To leave the button uncolored, select No color.

Note: A Fill Color choice other than No color will block any images on the PDF page that are behind the button.

- Font Size – Sets the size of the label for the button. You can either choose **Auto**, various preset values, or type in a different value.
- Text Color – Opens a color picker in which you can select a color for the label.
- Font – Lists the fonts available on your computer.

Font Size: 30
Text Color: Green
Font: Times New Roman
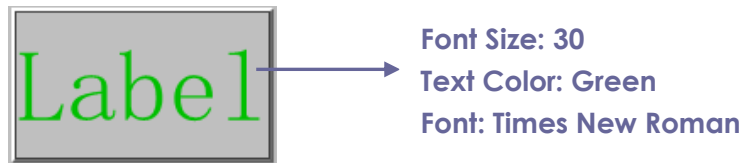
Push Button

3. Options tab for the button properties

The Options properties determine how labels and icons appear on the button. A button can have a label, an icon, or both. The Options tab in push button properties enables you to add any labels you like. The Options tab in push button properties contains the following options:

- Layout – Specifies the layout of label and icon of the button. There are seven choices:

A	B	C	D	E	F	G

A. Label only   B. Icon only   C. Icon top, label bottom   D. Label top, icon bottom   E. Icon left, label right   F. Label left, icon right   G. Label over icon

Button Layouts

- Advanced – Does the details settings to the icon.

    A.   When to scale – choose when to scale the icon you insert. There are four options:

    Always: scale the icon to fit the button you draw.

    Never: never scale the icon. Show the icon with its original size all the time.

    Icon is too Big: zoom out the icon to fit the button if the former one is bigger than the latter one, or show the icon with its original size.

    Icon is too Small: zoom in the icon to fit the button if the former one is smaller than the latter one, or show the icon with its original size.

    B.   Scale – choose to scale the icon non-proportionally or proportionally. This option will be disabled when you select Never in the field of When to scale.

    Proportionally: scale the icon in its proportion.

    Non-proportionally: scale the icon to fit the button when the magnification is changed.

    C.   Fit to bounds – check this option to scale the icon to fit fully within the bounds of the button without taking into consideration the line width of the border.
    D.   Border – drag and move the scroll bar to change icon's position in the button. The coordinates change when you move the scroll bar.
- Behavior – Specifies the display of the button when clicked. The button behavior options include:

    None: Keeps the appearance of the button the same.

    Push: Specifies appearances for the Up, Down, and Rollover states of the mouse. Select an option under State, and then specify a label or icon option:

    Up: Determines what the button looks like when the mouse button is not clicked.

    Down: Determines what the button looks like when the mouse is clicked on the button, but before it is released.

    Rollover: Determines what the button looks like when the pointer is held over the button.

Outline: Highlights the button border.

Invert: Reverses the dark and light shades of the button.

Push
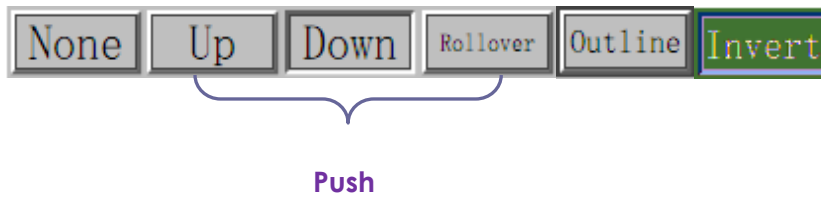
The Button Behaviors

- To define the label or icon that appears on the button, do the following:

    A. If a label option is selected from the Layout menu, type the text in the Label box.
    B. If an icon option is selected from the Layout menu, click Choose icon… > click Browse… > Select the file type from the Objects of Type menu, double-click the file name, and click OK. (To remove the selected icon, click Clear button.)

- Click Close to accept these display properties.

4. Actions tab for the button properties

The Actions properties specify any actions that you want to associate with the push button, such as jumping to a specific page or going to a web site. The Actions tab in push button properties contains the following options:

- Select Trigger – Specifies the user action that initiates an action: Mouse Up, Mouse Down, Mouse Enter, Mouse Exit, On Receive Focus, or On Lose Focus.
- Select Action – Specifies the event that occurs when the user triggers the action: Go to a page view, Open/execute a file, Open a web link, Show/hide a field, Execute a menu item, Submit a form, Reset a form, Import form data, and Run a JavaScript.

    A. Go to a page view – designate to a specific page view. You can not only designate to a page in the current PDF, but also to the page in another PDF. Also, you may change the current zoom setting and then set the position.

    To go to a page view, choose this option, click **Add** button and do one of the following:

    a) Set the position in current document – scroll the current document, go to a new position where you want to set and click **Set this position**.
    b) Set the position in another PDF document – click the Open button on the toolbar > select the PDF you want to set position > scroll this document and go to a position where you want to set > click **Set this position**.

Note: *The new PDF document should be opened in the existing window but not a new window.*

    c)   Change the view magnification -- scroll in the current document or another document > go to a new position where you want to set > change the magnification of the position > click **Set this position**.

    d)   Click **Cancel** to revoke your operation.

    B.   Open/execute a file – designate to open another file. To do this, choose Open/execute a file > click Add button > select the destination file and click Select.

    C.   Open a web link – designate to open a web link. To do this, choose Open a web link > click Add button > enter the URL of the destination web page.

    D.   To show/hide a field, select the option > click Add… > choose to show or hide the selected button when the user triggers the action, and click OK.

    E.   To execute a menu item, select the option > click Add… > select one of the items in Menu Item Selection dialog box, and click OK.

    F.   To submit a form, select the option > click Add… > choose the submission method, decide which fields should be submitted, and click OK.

    G.   To reset a form, select the option > click Add… > select the fields that will be reset, and click OK.

    H.   To import form data, select the option > click Add… > choose the FDF file that contains the form data you want to import, and click Open.

    I.   To run a JavaScript, select the option > click Add… > Enter JavaScript, and click Save and Close.

- Actions – Displays the list of triggers and actions that you have defined.
- Up and down buttons – Change the order in which the selected action appears listed under the trigger. (Available only when you have defined multiple actions for the same trigger.)
- Edit – Opens a dialog box with specific options for the selected action. You can also double-click the actions to open a dialog box.
- Delete – Removes the selected action.

✧ **Set push button properties as default**

After setting button properties for a new push button, you can set your settings as the new default for all the push buttons you create in future. To set the current properties as default, right-click the push button > select Use Current Properties as New Defaults.

Check Box Button

A check box button is a button to present yes-or-no choices for individual items. For creating, moving, resizing, deleting, creating multiple copies, duplicating a check box button and setting tab order, please refer to <u>"Push button"</u>.

✧   **Set Check Box Button Properties**

There are also four tabs a General tab, Appearance tab, an Options tab, and an Actions tab for you to set check box button's properties.

For General tab, Appearance tab and an Actions tab, please refer to Set Push Button Properties.

Options tab

Check Box Style - Specifies the style of the check box button. There are six choices:

A   B   C   D   E   F
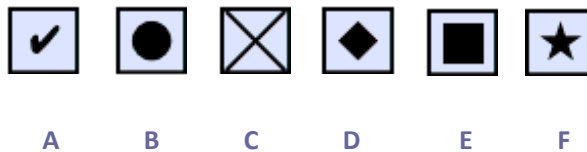
Check Box Style

A. Check   B. Circle   C. Cross   D. Diamond   E. Square   F. Star

Export Value - Identifies the check box button and differentiates it from other check box buttons that share the same Name value.
Checked by default – Sets the selection state of the button when the user first opens the form.

Note: If you create multiple copies of the check box button, please make sure both the form filed names and the export value are all different in related check boxes.

Radio Button

A radio button is a type of graphical user interface widget that allows you to choose one of a predefined set of options. For creating, moving, resizing, deleting, duplicating the buttons and setting tab order, please refer to "Push button".

Tip: How to toggle radio buttons

Related radio buttons must have exactly the same form field name but different export values. This ensures that the radio buttons toggle and that the correct values will be collected in the database.

1. *Please use copy-paste to create multiple copies if having more than one form field with the same name. After this, to make the value usable, you have to change the value of the radio buttons to make sure all radio buttons have the same field name but different export value.*
2. *Please note you cannot use "**Create Multiple Copies**" option if there is more than one radio button with the same name. A warning message will pop up if you right click and choosing* **Create Multiple Copies***.*

✧   **Set radio button properties**

How a radio button behaves is determined by settings in the Radio Button Properties dialog box. You can set properties that apply formatting, determine the appearance and actions, and so forth.

The radio button has a General tab, Appearance tab, Actions tab, and an Options tab as push button. Also, there are two items on every tab:

➢   **Locked –** When selected, prevents any further changes to any radio button properties.
➢   **Close –** Applies and saves the current button properties, and closes the button properties dialog box.

Note: If you select Locked on any tab, it will lock all options for the button, but not just the options on that tab.

1. General tab for the radio button properties

  The General tab in radio button properties contains the following options:

*   Name – Specifies the unique name of the selected radio button.
*   Tooltip – Displays text that the hesitant user may find helpful in clicking the button. Tooltips appear when the pointer hovers over the radio button.
*   Form Field – Specifies whether the radio button can be seen, either on screen or in print. There are four choices for you: **Visible**, **Hidden**, **Visible but does not print**, and **Hidden but printable**.
*   Orientation – Rotates the radio button by 0, 90, 180, or 270 Degrees.
*   Read Only – Prevents the user from clicking the radio button.
*   Required – Forces the user to click the radio button. If the user attempts to submit the form while a required radio button is not chosen, an error message appears.

2. Appearance tab for the radio button properties

  The Appearance properties determine how the radio button looks on the page. The Appearance tab in push button properties contains the following options:

*   Line Style – Alters the appearance of the frame. Select Solid, Dashed, Beveled, Inset or Underline.


| Solid | Dashed | Beveled | Inset | Underline |

Note: You may not see the difference if no color is chosen as the border color.

- Thickness – Specifies the width of the frame surrounding the radio button: Thin, Medium, or Thick.
- Border Color – Opens a color picker in which you can select a color for the frame surrounding the button. To leave the button without a frame, select No color.
- Fill Color – Opens a color picker in which you can select a color for the background behind the button. To leave the background uncolored, select No color.

Note: A Fill Color choice other than No color will block any images on the PDF page that are behind the button.

- Text Color – Opens a color picker in which you can select a color for the button.

Radio Button

Note：The items of Font Size and Font are not available in the Appearance tab for the Radio Button properties.

3. Actions tab for the radio button properties

Please refer to <u>"Actions tab for the button properties"</u> .

4. Options tab for the radio button properties

The Options tab in radio button properties enables you to change the button style and do other additional settings. The Options tab in radio button properties contains the following options:

- Button style – Specifies the shape of the maker that appears inside the button when the user selects it. There're six choices in total: Check, Circle (the default), Cross, Diamond, Square, or Star. This property does not alter the shape of the radio button itself.
- Export Value – Identifies the radio button and differentiates it from other radio buttons that share the same Name value. The status of a radio button is "yes". You can give them other names with this box.
- Checked by default – Sets the selection state of the button when the user first opens the form.
- Radio buttons with the same name and value are selected in unison – Allows single-click selection of multiple related radio buttons. If the user selects a radio button that has the

same field name and export value as another, both radio buttons are selected.

- Click Close to accept these display properties.

✧ **Set radio button properties as default**

After setting radio button properties for a new radio button, you can you're your settings as the new default for all the radio buttons you create in future.

To set the current properties as default, right-click the radio button, select Use Current Properties as New Defaults.

Combo Box Button

A combo box is a commonly-used GUI widget. It is a combination of a drop-down list or list box and a single-line textbox, allowing the user either to type a value directly into the control or choose from the list of existing options.

For creating, moving, resizing, deleting, duplicating the combo box and setting tab order, please refer to "Push button".

✧ **Set combo box properties**

How a combo box behaves is determined by settings in the Combo Box Properties dialog box. You can set properties that apply formatting, determine the appearance and actions, perform mathematical operations, and so forth.

The combo box has a General tab, an Appearance tab, an Options tab, a Format tab, a Validate tab, a Calculate tab and an Actions tab,. There are two items on every tab:

➢ **Locked –** When selected, prevents any further changes to any combo box properties.
➢ **Close –** Applies and saves the current properties, and closes the combo box properties dialog box.

Note: If you select Locked on any tab, it will lock all options for this combo box, but not just the options on that tab.

1. General tab for the combo box properties

Please refer to "General tab for the radio button properties" .

2. Appearance tab for the combo box properties

Please refer to "Appearance tab for the button properties" .

3. Actions tab for the combo box properties

Please refer to "Actions tab for the button properties" .

4. Options tab for the combo box properties

You can create a list of items from which the user selects with the Options tab.

- Item – Accepts the text and space character that you type for options that you want to appear in the menu for the field.
- Add – Moves the current entry in Item to Item List.
- Export value – Where you type in a value to represent the item if the data will be exported. If left blank, the entry for Name in the General tab is used as the export value.
- Item list – Displays the choices that will be available in the list.

Note: The highlighted item in the Item List box appears as the default selected item in the combo box field. To change the default item, highlight another item from the list.

- Delete – Removes the selected item from the list.
- Up/Down – Change the order in which the items are listed in the combo box list. These buttons are not available if Sort Items is selected.
- Sort items – Arranges the listed items numerically and alphabetically. A numerical sort (if applicable) is performed before an alphabetical sort.
- Allow user to enter custom text – Enable users to enter a value other than the ones in the list.
- Commit selected value immediately – Saves the value as soon as the user selects it. If this option is not selected, the value is saved only when the user tabs out of the current field or clicks another form field.

5. Format tab for the combo box properties

The Format tab in the combo box properties dialog box enables you to format the field values. Select one of the categories listed below:

- None – No additional options are available. The input in a combo box with this property does not require any specific formatting.
- Number – Automatically imposes the selected formatting options on numeric data entries.

    A. Decimal places – Sets the number of digits that appear to the right of the decimal point.
    B. Separator style – Sets the placement of commas and periods.
    C. Currency symbol – Sets the type of currency, such as Dollars, Euros, or Pounds.
    D. Negative Number Style – Sets how negative numbers are displayed. You can choose Show parentheses, Use red text, neither, or both.

- Percentage – Automatically imposes the selected formatting options on numeric data expressed as a percentage.

A. Decimal places – Sets the number of digits that appear to the right of the decimal point.

B. Separator style – Sets the placement of commas and periods.

- Date – The list includes one-, two-, and four-digit variations where *d* stands for the day, *m* stands for the month, and *y* stands for the year. Also, you can choose Custom option and type your format.

- Time – The list includes display variations where *h* stands for the hour on a 12-hour clock, *H* stands for the hour on a 24-hour clock, *MM* stands for minutes, *ss* stands for the seconds, and *tt* stands for AM or PM. Also, you can choose the Custom option and type your format.

- Special – There are five options for you:

A. Zip Code – For a five-digit postal code.

B. Zip Code + 4 – For a nine-digit postal code.

C. Phone Number – For a ten-digit telephone number.

D. Social Security Number – For a nine-digit US Social Security Number.

E. Arbitrary Mask -- Changes the format category to Custom and makes another text box available, in which you can type a custom format. Use this option to specify which types of characters the user can enter in any given position, and how the data displays in the field.

 a. A -- Accepts only letters (A–Z, a–z).

 b. X -- Accepts spaces and most printable characters, including all characters available on a standard keyboard and ANSI characters in the ranges of 32–126 and 128–255.

 c. O -- The letter "O" accepts alphanumeric characters (A–Z, a–z, and 0–9).

 d. 9 -- Accepts only numeric characters (0–9).

For example, a mask setting of AAA--p#999 accepts the input BDF--p#367. A mask setting of OOOOO@XXX accepts the input vad12@3Up.
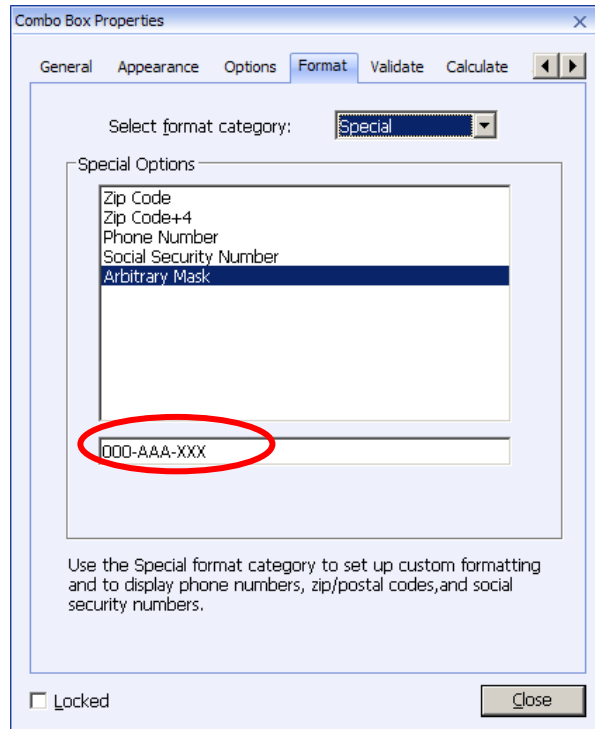
Example of an Arbitrary Mask entry

- Custom -- Makes additional options available to form designers who want to write their own JavaScripts for formatting and keystrokes. For example, a custom script could define a new currency format or limit the user entry to specific keystroke characters.

    A. Custom Format Script – Displays any custom scripts you have added for formats. The Edit button opens a JavaScript Edition dialog box in which you can write and add new scripts.
    B. Custom Keystroke Script –Displays any custom scripts you have added to validate keystrokes. The Edit button opens a JavaScript Edition dialog box in which you can write and add new scripts.

6. Validate tab for the combo box properties

The Validate properties restrict entries to specified ranges, values, or characters, ensuring that users enter the appropriate data for a combo box.

- Field value is not validated – Turns off validation.
- Field value is in range – Sets a numeric range for a combo box using values you enter in either as a number or a percentage. It is available only when Number or Percentage is selected in Format tab.
- Run custom validation script – Validates by a JavaScript that you create or provide. The Edit button opens a JavaScript Edition dialog box in which you can write and add new scripts.

7. Calculate tab for the combo box properties

With this option, you can perform mathematical operations on existing form field entries and display the result.

- Value is not calculated – Select this option if you want the users to type.
- Value is the – Select this to make further options available:

  A. The List includes the mathematical functions to apply to the selected fields. Choose Sum to add the values entered in the selected fields, Product to multiply them, Average, Minimum, or Maximum.
  B. Pick – Opens a Field Selection dialog box with a list of the available fields in the form that you select to add or deselect to remove from the calculation.

- Simplified field notation -- Uses JavaScript with field names and simple arithmetic signs. The Edit button opens a JavaScript Edition dialog box in which you can write, edit, and add scripts.
- Custom calculation script -- Displays any custom scripts you have added for calculations. The Edit button opens a JavaScript Edition dialog box in which you can write and add new scripts.

✧ **Set combo box properties as default**

After setting combo box properties for a new combo box, you can set your settings as the new default for all the combo boxes you create in future.

To set the current properties as default, right-click the combo box > select Use Current Properties as New Defaults.

List Box and Text Field Button

A list box is a GUI widget that allows the user to select one or more items from a list contained within a static, multiple line text box. Also, you can set a list box property that enables the user to Shift-click or Ctrl-click/Control-click to select multiple items on the list.

A text field is a common element of graphical user interface of computer programs, as well as the corresponding type of widget used when programming GUIs, which let the user type in text, such as name, address, phone number, etc.

For creating, moving, resizing, deleting, duplicating the list box and text filed and setting tab order, please refer to "Push button".

✧ **Set list box properties**

Please refer to "Set combo box properties".

✧ **Set text field properties**

Although most of the properties are common to those of combo boxes, the Options tab is exclusive.

1. For all the other properties of a text field, please refer to <u>"Set combo box properties"</u>.

2. Options tab for the text field properties

- Alignment – Aligns the text left, right, or center within the field.
- Default Value – Specifies the text that appears until the user overwrites it by typing in the field. Enter the default value by typing in this option.
- Multi-line – Allows more than a single-line entry in the text field.
- Scroll long text – Compensates for text that extends beyond the boundaries of the text field.
- Allow Rich Text Formatting – Allows users to apply styling information to the text, such as bold or italic. This might be useful in certain text fields where such styling information is important to the meaning of the text, such as an essay.
- Limit of Characters – Allows entries of up to the number of characters you specify.

Note: If you entered a default value, that value is clipped to this limit.

- Password – Displays the user-entered text as a series of asterisks (*). This option is available only if Check Spelling is deselected.
- Field is used for file selection – Allows the user to enter a file path as the field's value when a file is submitted along with the form. This option is available only when Scroll long text is the only selected option in the Options tab.
- Check spelling – Checks the spelling of user-entered text.
- Comb of Characters -- Spreads the user-entered text evenly across the width of the text field. If a border color is specified, Solid or Dashed Line is selected in the Appearance tab, each character entered in the field is separated by lines of that color. This option is available only when no other check box is selected.
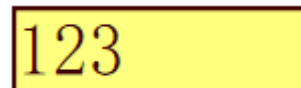
A   **B**

Text fields with and without the Comb property

A. Text field with a border color, using the Comb property

B. Text field without the Comb property

✧ **Set text field properties as default**

To set the current properties as default, right-click the text field > select Use Current Properties as New Defaults.

Signature Field Button

The signature field is specially designed by to create blank digital signature fields for reviewers to sign. You can place the field anywhere you want the reviewers to sign.

✧ **Create a new Signature field**

Choose FORM > Form Fields > Signature Field button , your cursor will change into ⊹ and do the following:

- Drag an area in the desired place to create a signature field button.
- A box appears under the button for you to input the name.
- You can also click the All Properties to do more settings. Or double-click the button to open the signature Properties dialog box.

For moving, resizing, deleting, duplicating the signature field and setting tab order, please refer to "Push button".

To set signature field's General, Appearance and Actions tab properties, please refer to "Set push button properties".

Signed tab for the signature field properties

- Nothing Happens When Signed – it is set as default.
- Mark As Read-Only - Prevents other readers to change the digitally signed form.

  ✧ All Fields - Prevents any changes to any form field.
  ✧ All Fields Except These - Allows changing the selected form fields. Click the Pick button and select check boxes for the fields that you want the reviewers to edit after signing.
  ✧ Just These Fields – Prevent to change the form fields you pick.

- This Script Executes When Field is Signed:

Activate a custom JavaScript when the user digitally signs the form. Click the Edit button to change or create a new JavaScript action.

Arrange form fields

You can arrange form fields in a page, such as aligning, centering and distributing form fields. Before arranging form fields, select multiple form fields.

Select multiple form fields

To arrange the form fields, you have to select multiple form fields that you want to arrange first.

To select multiple form fields, do one of the following:

- Choose the Annotation Selection tool > Shift-click or Ctrl-click each form field.
- Choose the Annotation Selection tool > drag a selection marquee around the area to select them.

To deselect an individual form field, Ctrl-click the specific field.

Note: The form field highlighted in red is the anchor. When you select multiple form fields by clicking, the last field selected is the anchor.

Align multiple form fields

You can align the selected form fields left, right, top, bottom, vertically or horizontally. Select one of the form fields as the anchor, the rest of the form fields will be placed respectively to the left edge, right edge, top edge, bottom edge, vertical axis or horizontal axis of the anchor form field. Select two or more form fields that you want to align and do one of the following:

- Right-click the anchor, choose FORM > Edit > Arrange, and in the Alignment category select one to align the form fields.
- Right-click the anchor, and then choose a command as follows:
  A. To align a column of form fields, choose Left, Right, or Vertically to align them respectively to the left edge, right edge, or vertical axis of the anchor form field.
  B. To align a row of form fields, choose Top, Bottom, or Horizontally to align them respectively to the top edge, bottom edge, or horizontal axis of the anchor form field.

Note: When you right-click or Ctrl-click one of the selected form fields, it will be highlighted in red, indicating that it's the anchor form field. The align menu commands move the other selected form fields to line up with the edges of the anchor form fields.

Center multiple form fields

This function enables you to center the rectangle enclosed by form. Select form fields. You can

imagine that these form fields consist of an area with the shape of rectangle. Then do one of the following:

- Choose FORM > Edit > Arrange, in the Page Center category select one as the anchor to center the form fields.
- Right-click one of the form fields > Center > Vertically/Horizontally/Both. You will find that the rectangle is centered respectively vertically, horizontally or both in the page.

Distribute multiple form fields

This function will be available when selecting three or more form fields. Select the form fields to be distributed, and do one of following:

- Choose FORM > Edit > Arrange, in the Distribute category select one as the anchor to distribute the form fields.
- To distribute the form fields evenly between the topmost and bottommost form fields, choose Distribute >Vertically. To distribute the form fields evenly between the leftmost and rightmost form fields, choose Distribute > Horizontally.

Resize multiple form fields

Select one of the form fields as the anchor, and the rest of the form fields will be resized with the same height or width as that of the anchor form field. For example,

- Select form field A and B. Suppose that you want to set A as the anchor form field.
- Right-click A > Size > Height/Width/Both. And you'll see that the height/width/height and width of B is resized to be the same as that of A.

Set Form-field Tab Order

After you create the form fields, you can set the tab order with ease. If you deselect to set the tab order, it will be automatically determined in a normal order. Do the following:

- With the Annotation Selection Tool ⬚⬉ selected, right-click a form field, and choose Set Tab Order.
- Click anywhere in the field that you want to be first in the tabbing order. The number in the upper left corner is set as 1.
- Click each of the other fields in the order that you want tabbing to occur.

Note: If you decide not to change the tabbing order, click a blank area of the page or a part of the page that is not part of a field. This hides the tabbing order numbers so that clicking a field no

longer changes the tabbing order.

Set the field calculation order

When you define two or more calculations in a form, the order in which they are carried out is the order in which you defined the calculations. In some cases, you may need to modify the calculation order to obtain correct results.

For example, if you wanted to use the result obtained from calculating two form fields to calculate the value of a third form field, the first two form fields must be calculated together first to obtain the correct final results.

- Choose Forms > Edit > Calculation Order ▦.

The Calculation Order dialog box displays all calculable fields in your form and the order in which the calculations are performed.

- To change the field calculation order, select the field from the list, and then click the Up or Down button as needed.
- Click OK to finish.

Edit Static XFA Forms

Foxit PhantomPDF supports editing of static XFA forms.

To edit static XFA forms, please do as below:

1. Open the static XFA form with Foxit PhantomPDF and choose FORM > Edit > Edit Static XFA

Form 📝. You'll be prompted to save a copy of the original file to continue to edit.

2. Click **Yes** to edit the form as needed.

Set properties of multiple form fields

- Select multiple form fields > right-click one of them > Properties….
- There pops up a dialog with a General tab and an Appearance tab, and then follow the steps specified above.

JavaScript

JavaScript is a dynamic, prototype-based language with first-class functions, which serves as a means to easily create interactive web pages. In Foxit PhantomPDF, you can easily integrate this level of interactivity into your PDF documents.

With Foxit PhantomPDF, you can invoke JavaScript code using actions associated with documents, bookmarks, links, and pages. Foxit PhantomPDF provides three options for you to do it –Document JavaScript, Document Action and JavaScript Console. The Document JavaScript lets you create or access document level scripts in Foxit PhantomPDF. The Document Action lets you create document-level JavaScript actions that apply to the entire document. The JavaScript Console provides an interactive and convenient interface for testing portions of JavaScript code and experimenting with object properties and methods.

Document JavaScript

Document JavaScripts are variable and function definitions that are generally useful to a given document, but are not applicable outside the document.

- Variable definitions: Define variables at the document level to make them visible to any executing script.
- Function definitions: Define functions at the document level that support the user interaction with the document. These functions may be utility functions for handling common tasks for string or number manipulation, or functions that execute lengthy scripts called by actions initiated by a user interacting with form fields, bookmarks, page changes, etc.

To create or access document level scripts in Foxit PhantomPDF, select FORM > JavaScript > Document JavaScript. The pop-up Java Script Functions dialog box enables you to add, edit, or delete document level scripts. All the document level scripts are stored within the PDF document.

In Java Script Functions dialog box, you will see the following buttons:

- Close – Closes the dialog box.
- Add – After typing a new Script Name, a JavaScript Editor dialog box pops up. You can create and edit document level scripts here. To change the font of JavaScripts, click the Font button.
- Edit – The JavaScript Editor dialog box pops up, enabling you to modify the JavaScripts you create.
- Delete – Delete the JavaScript you selected.

Document Action

You can create the document-level JavaScript actions that apply to the entire document. For example, selecting Document Did Save runs the JavaScript after a document is saved.
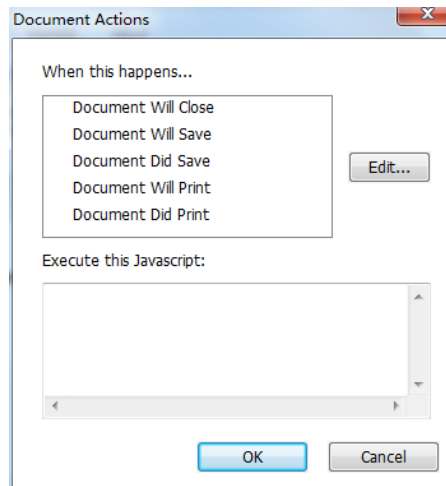
JavaScript Console

JavaScript Console is a control panel for the execution and debugging of JavaScript code. Serving as a debugging aid, it is quite useful for displaying debug messages and executing JavaScript. To active the JavaScript console, select FORM> JavaScript > JavaScript Console, and do the following:
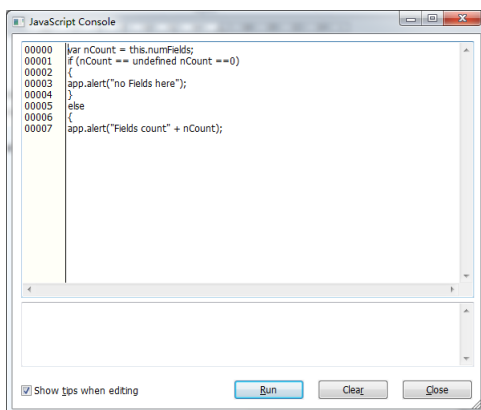
A. In the pop-up Javascript Console dialog box, type your JavaScript code, or click Open and select one of the file with JS format.
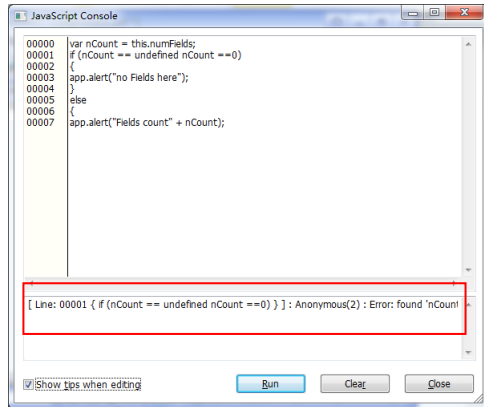
B. Click **Run** button to run your JavaScript code. You will be prompted that the code has run successfully. When the code goes wrong, it gives you an error message.

You can click **Save** to save a copy of your JavaScript code, or click **Cancel** to revoke your operation.

Optional Database connectivity to Windows ODBC

The Optional Database Connectivity plug-in is a JavaScript object inside Foxit PhantomPDF PDF Suite, allowing you to connect to Windows ODBC (Open Database Connectivity) data sources. It provides some basic JavaScript properties and methods to gain increased customization options and data accuracy to access to information databases. More importantly, JavaScript can be used to execute SQL commands and retrieve data, which can, in turn, be used to populate a PDF file. Also, developers can create document level-scripts to connect to a database for the purposes of inserting new data, updating information, and deleting database entries.

Currently, ADBC is a Windows only feature and requires Open Database Connectivity (ODBC) provided by Microsoft.

Chapter 9 – Security

The security feature of PDF gives you an exceptional control over the PDF files you create. To provide adequate protection for PDF's contents, you can encrypt and secure PDF files to prevent unauthorized access, restrict sensitive operations, etc.

Check PDF Security

Some PDF files may contain restrictions preventing actions such as printing, editing, copying, etc. To check if you have these permissions, please do the following:

- Choose FILE > Properties, or Protect > Secure Document > Security Properties.

In the Document Properties dialog box, you can view the restriction information from Security tab.

Password Protection & Certificate Protection

In Foxit PhantomPDF, you can add password protection, certificate protection, MS AD RMS protection, and security restrictions to PDF files, limiting who can open the file, can copy, edit or print the file, etc.

Password Protection

You can add a password to a PDF document to limit access and restrict certain features, such as printing, copying and editing.

There are two kinds of passwords that could be applied to a PDF file: a **Document Open password** and a **Permissions password**. When you set a Document Open password, anyone who tries to open the PDF file must type in the password that you specified. When you set a Permissions password, anyone who wants to change the restrictions must type the Permissions password. Please note that if a PDF is secured with both types of passwords, it can be opened with either password, but only the Permissions password allows you to change the restrictions.

Tip: There's no way out to recover password from the PDF if you forgot it. To keep a backup copy of the PDF that isn't password-protected is a good choice.

Add a password security

1. Choose Protect > Secure Document > Password Protect.

2.   In the Password Protection dialog box, do the following:

Document Open Settings:

Require a password to open the document – selects to require users to type the password you specify to open the document.

Password Input: specifies a password that users must type to open the document.

Password Confirm: type the password again to confirm the password.

Document Restriction Settings:

Add Document Restriction – restricts actions to PDF files, such as printing, editing, etc.

Password Input: specifies a password that is required to change the permissions settings. If the file is opened in Foxit PhantomPDF, the user can view the file but must enter the permissions password to change the file's security and permissions settings.

Password Confirm: type the password again to confirm the password.

Permission Specification:

The security details you specified are shown on the left. Click **Permission** to set the restriction settings. In the **PDF Permission** dialog box:

> **Permission setting –** you can check options to specify file's permission setting. Click any of options to view the detail information in **Permission Item Specification field** below.

> **Print Permission –** specifies the level of printing which users are allowed for the PDF document.

>   A.   Print with low resolution – allows users to print at no higher than 150-dpi resolution.
>   B.   Print with high resolution – allows users to print at any resolution.

> **Change Permission** – defines which editing actions are allowed in the document.

>   A.   **Fill in a form** – lets users fill in forms. The option doesn't mean that users can create form fields.
>   B.   **Comment in the document** – lets users add comment to the PDF document.
>   C.   **Manage pages and bookmarks** – lets users insert, rotate, delete pages, as well as add bookmarks.
>   D.   **Modify document** - lets users modify the PDF document, but not add comments. If you check the option, both **Fill in a form** and **Management pages and bookmarks** options are automatically selected.

Content Extraction Permission - defines the contents that are allowed to be extracted in the PDF document.

    A.   Enable text access for screen reader devices for the visually impaired.
    B.   Extract the contents of the document – lets users extract text and graphics, copy text, take snapshot, and play media clip, etc.

Encrypt Settings:

Encryption Algorithm- defines data transformations that cannot be easily reversed by unauthorized users. Foxit PhantomPDF supports 128-bit AES, 256-bit AES and 128-bit ARC-FOUR.

Don't encrypt metadata – encrypts the contents of a PDF file but still allow search engines access to the document metadata.

Save the setting as a new policy – save the current security settings as a policy so that you can apply it to other documents.

3.   Click Ok and save the document to make setting take effect.

Modify password and security settings

1. Choose Protect > Secure Document > Security Properties, or choose FILE > Properties.

2. In the Security tab of the Document Properties dialog box, choose Document Security > Password Protection, and then click Change Settings…

3. Do the settings as "**Add a password security**" and then click OK.

Remove password and security settings

To remove password and security settings from a PDF file, you must have the permissions to do so.

1.   Open a PDF file, and choose either way of the following to remove password and security settings.

- Choose Protect > Secure Document > Remove Security.
- Choose Protect > Secure Document > Security Properties, or choose FILE > Properties. In the Security tab of the Document Properties dialog box, choose No Encryption from Security Method menu.

2.   A **Foxit Security** message box will prompt to ask whether you are sure to remove security from this document.

Certification Protection

The advantage of securing documents with certificates is that authors can specify unique permissions for each person. For example, authors can permit a person to fill in forms and comment in document, and permit another person to edit text or delete pages. You can choose certificates from files on disk, or from the Windows certificate store. Only a specific set of users whose identities can be verified and managed can have access to the document. A certificate that contains public key and other identifying information is used to encrypt documents, or verified a digital signature. Only corresponding private key decrypts the document that was encrypting using the certificate.

Generally, if possible, encrypt documents using certificates from third-party provider. If the certificate is lost or stolen, the issuing authority can replace it, if a self-signed certificate is deleted, all PDF encrypted using the certificate is forever in accessible.

Add a certificate security

1. Choose PROTECT > Secure Document > Certificate Protect.
2. In Certificate Protection dialog box, create intended recipient list for the encrypt document：

   • Click New ID to create and store your self-signed digital ID in:

     New PKCS#12 digital ID file – Stores the digital ID information to a file with the extension .pfx on Windows and .p12 on Mac OS. You can use the files interchangeably across different operating systems.

     Windows Certificate Store – Stores the digital ID to a common location. Other Windows applications can also retrieve it.

   • Click Import to import certificate from Windows Certificate store.
   • Click Browse to import certificate from disk.
   • Click Remove to delete a recipient from recipient list.
   • Click Permission to set document restriction for the selected recipient. About Permission options, please refer to "Add document restrictions" of **Password security options**.

3. Select **Encryption Algorithm** (support 128-bit AES, 256-bit AES and128 bit ARC-FOUR.
4. Check **Don't Encrypt metadata** to encrypt the documents except metadata.
5. (Optional) Check **Save the settings as a new policy** to save the current security settings as a policy so that you can apply it to other documents.
6. Click OK and save the document.

See also "About digital ID"

Change or remove certificate protection

To change or remove security settings, you must have permission to do so. If you want to change or remove security encrypted with certificate, you must have all access to the document, or you can't do changes or remove security settings.

To change certificate protection, please do the following:

1. Choose PROTECT > Secure Document > Security Properties, or choose FILE > Properties.
2. In the Security tab of the Document Properties dialog box, choose Document Security > Certificate Protection, and then click Change Settings…
3. In Certificate Protection dialog box, refer to Add a certificate security.
4. Click OK and save the document to apply your changes.

To remove certificate protection, please do one of the following:

1. Choose PROTECT > Secure Document > Remove Security.
2. Choose PROTECT > Secure Document > Security Properties or choose FILE > Properties, in the Security tab of the Document Properties dialog box, choose No Encryption from Security Method menu.

Set Security Policies

If you often apply the same security settings to multiple PDFs, you can save your settings as a policy that you can apply to other PDFs. Security policies include the security method, encryption password, permission settings, etc.

Create a security policy

1. Choose PROTECT > Secure Document > Security Policies.
2. Click New.
3. Choose security method from menu and specify the policy name and description.
4. Click Edit Details to set restriction settings or passwords.
5. Review the policy details, and then click Close.

Secure PDFs using policies

You can apply any security policy to a PDF file. To secure a PDF with a security policy that you specified, do the following:

1. Open a PDF document.
2. Choose PROTECT >Secure Document> Security Policies.
3. In the Manage Security Policies dialog box, select a policy which you want to apply to the

PDF file.

4. Click Apply to this Document.
5. Save the document to apply the security policy.

Manage security policies

After you create security policies, you can manage them by copying, editing, and deleting.

1. Choose PROTECT >Secure Document> Security Policies.
2. In the Manage Security Policies dialog box, select a policy from left panel and do one or more of the following:
   - Click New to create a new policy.
   - Click Copy to copy a policy. This option is useful when you create a new policy that's based on the settings of the selected policy.
   - Click Edit Details to edit a policy.
   - Click Delete to delete a policy.
   - Click Close.

AD RMS Protection (Available in *Business* Only)

Microsoft Windows Rights Management Services is an information technology that works with AD RMS enabled applications to help safeguard digital information from unauthorized use. Users can restrict users to open, read, modify or redistribute certain information. Foxit PhantomPDF RMS protector provides seamless integration with Microsoft Windows Server environment to protect PDF documents and manage policy templates. If you are authorized you can use Foxit PhantomPDF to open an RMS-Protected document to improve information security and meet compliance requirements. To meet more users' need, Foxit PhantomPDF is also compliant with Microsoft® AD RMS 2.1.

Once installed, Foxit PhantomPDF will extend all Microsoft AD RMS service to all PDF files.
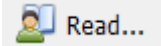
As for using Windows Azure AD Right Management (AAD RMS), please refer to the **Quick Start for Windows Azure AD Right Management** .

RMS Encryption
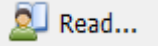
1. Click PROTECT > AD RMS Protect > Restricted Access.

2. Choose the template you want. If you have more than one server, please firstly move the cursor to the name of the server, and then the templates on this server will be shown on the submenu. Click Refresh Templates to get the latest official templates from the server. You also can create custom templates. For more detailed information, please refer to Template Creation.
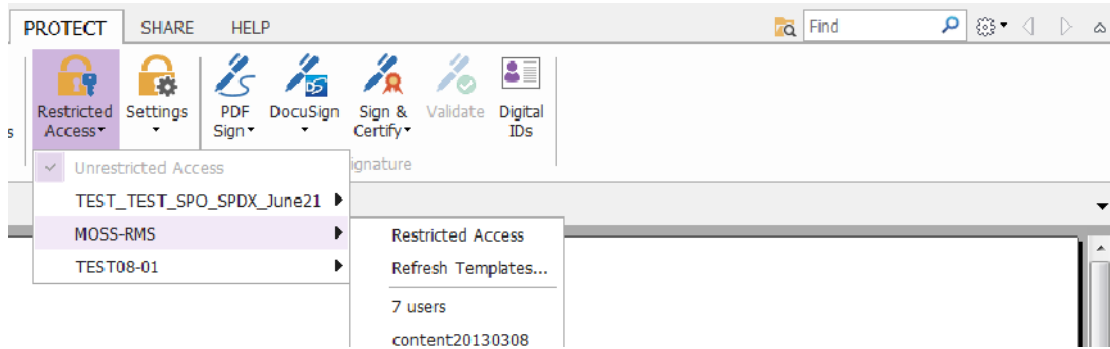
3. If you do not want to use the template, please click Restricted Access.

• Type your account name and password when you login to the RMS server for the first time.

• Click the icon to add the users who you want to authorize the reading

permission. To authorize anyone to read this file, select the icon on the right side.

(If you have an Outlook Email Client, the contact list of Outlook will pop up when you click

the icon . You can choose the email address directly. You can also just type

certain letters included in the email address, and then click icon , the system will help

you enter the complete address according to the contact list. Then you can go to the More

Options Step.)
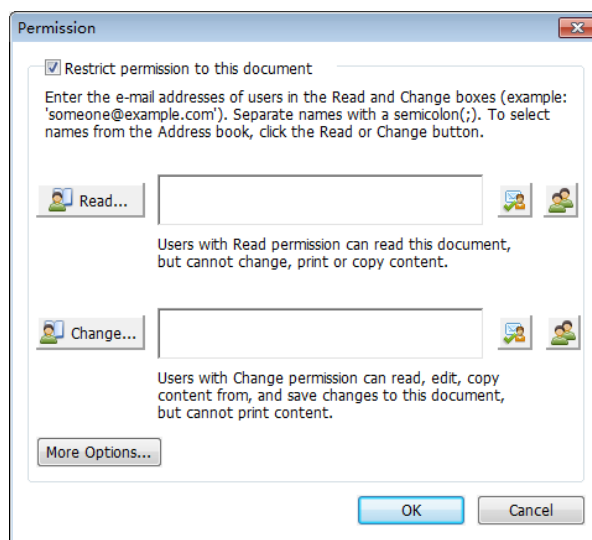
• Choose the object types (users or group) and the server. Then type the e-mail addresses of
the authorized users into the text box or click Advanced to open the e-mail address list on
the server to choose an address directly.
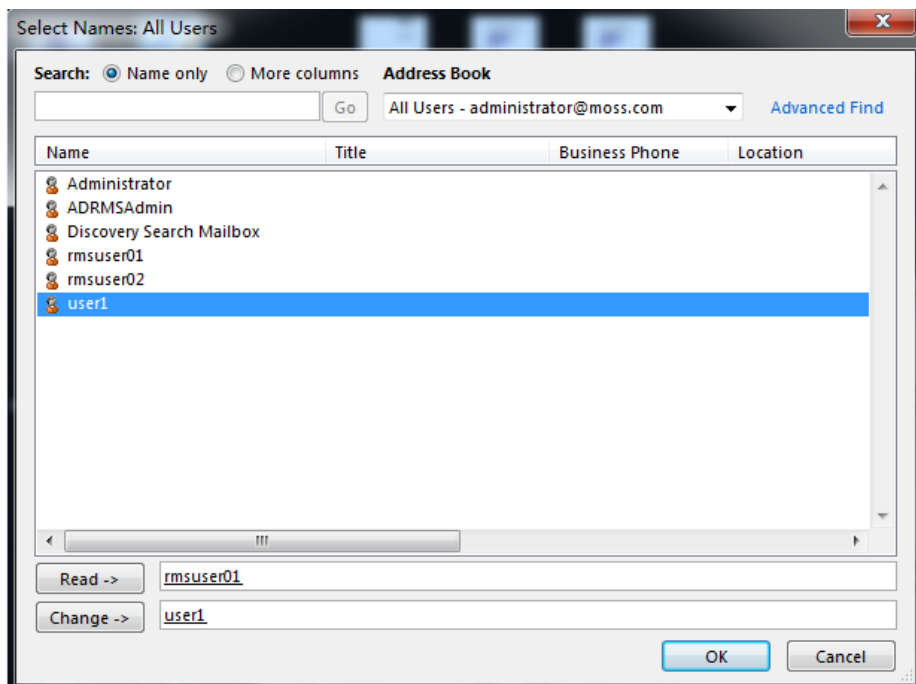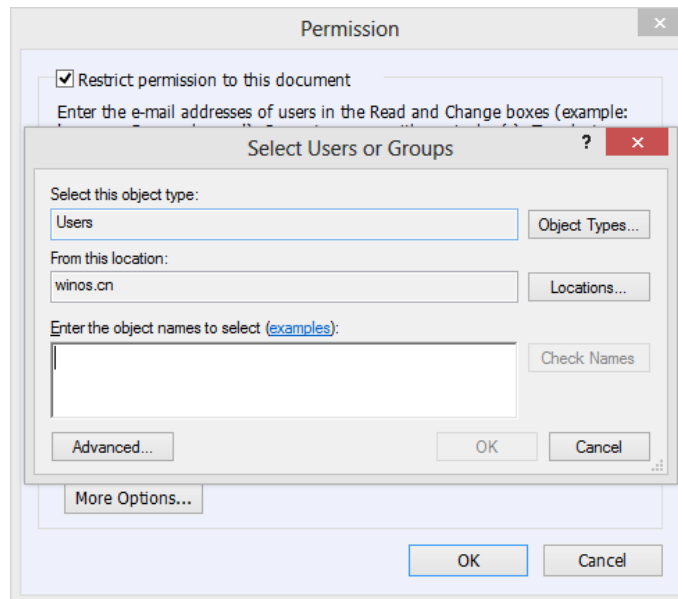
- Click OK to exit Select Users or Groups dialog.
- Click More Options in Permission Dialog. The users you selected now will be shown on the text box. You can also add or delete users as needed here.

Additional permissions for users:

This document expires on: check it to set the expiration date. The document cannot be opened after the specified date.

Print Content: check this option to allow the users above to print the PDF files.

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Allow users with access to read to copy content: enable the users who only have read permission to copy content.

Access content programmatically: enable users to run the JavaScript in the document.

Additional settings:

User can request additional permissions from: if users want to apply for any permission, the application will open the email client and list the email address you typed into the text in the Recipient's Address automatically. You can type a URL as well.

Require a connection to verify a user's permission: check this option to let users verify their license every time they open the encrypted file.

Security Watermark: add a security watermark to the PDF files. For the detailed instructions, please refer to Security Watermark.

Set Defaults: set the additional settings as default.

Save as template: the security setting set above can be saved as a template for further use.
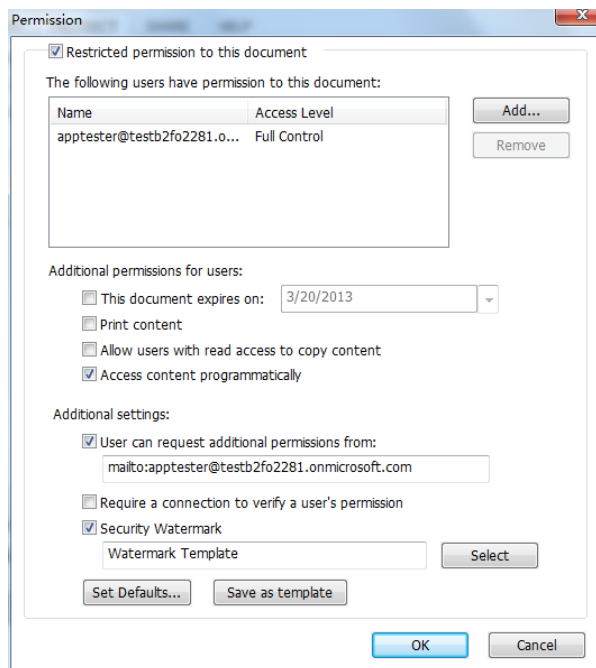
4. If users need to request additional permissions for a PDF file, please do the following:

- Open the file and choose **FILE** > **Properties**. In the **Document Properties** dialog box, click **Security** tab.

- At the bottom of **Security** tab, click **Request additional permissions ….**
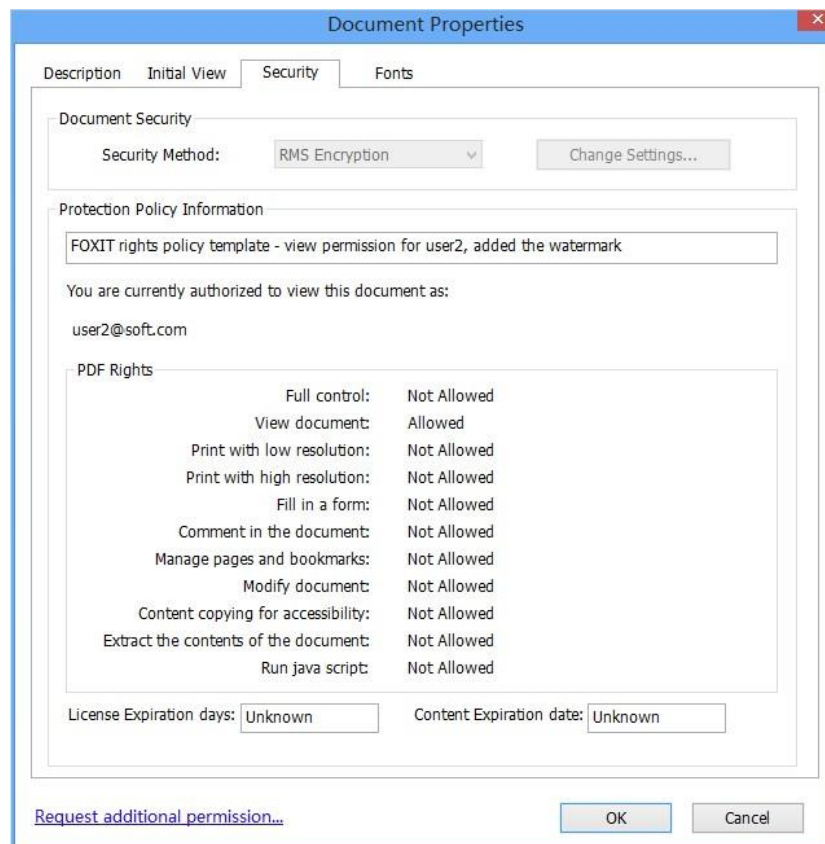
Template Creation and Editing

To create a custom template, please see the following steps:

1. Choose PROTECT > Settings >Template Management.

2. Click Create to open Create Right Policy Template.

3. (Optional) If you want to edit the existed template, please click Edit.

4. Choose the language and edit template name and description. Click OK. The template name and description will be shown in the Template Identification list. You can type the name and description with different languages for the template you want to create via clicking Add.

5. Click **Next** to add user rights. Click **Add** in **Users and Rights**.
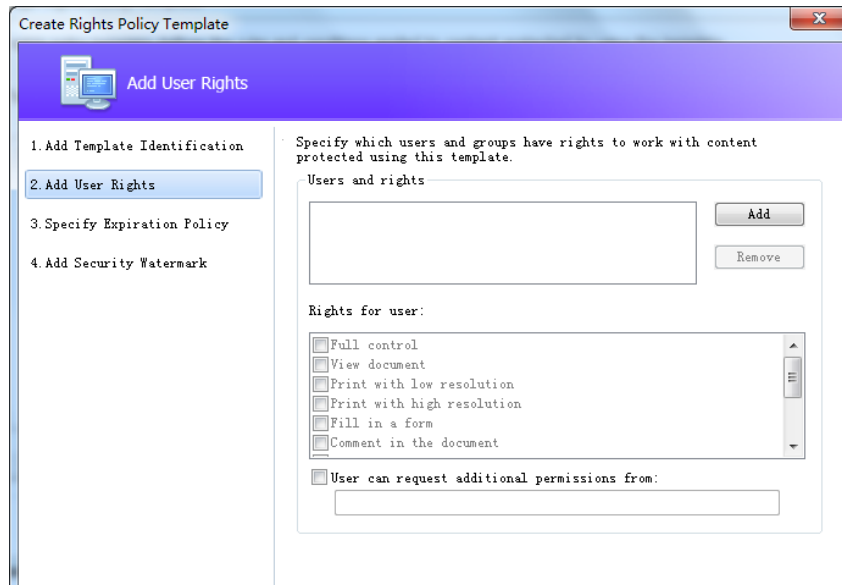
6. In the pop-up **Add User or Group** dialog box, choose **The e-mail addresses of users or groups**, click browse to simply add a user who you would like to assign the rights. Selecting **Anyone** allows every user to work with the encrypted PDF files. You can type multiple e-mail addresses as well.
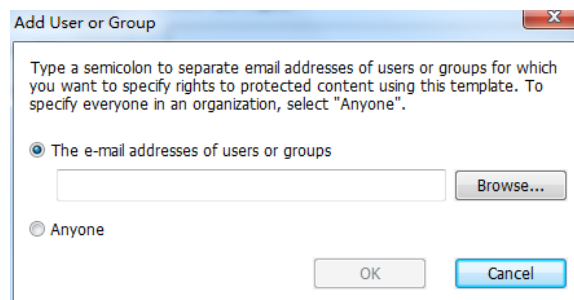
7. Check PDF permissions for the above users. You can set the permissions for all of the users or set different permissions for different users.

8. User can request additional permissions from: if users want to apply for any permission, the application will launch the email client and list the email addresses you typed into the text in the Recipient's Address automatically. You can type a URL as well.

9. Click **Next** to specify the expiration policy.
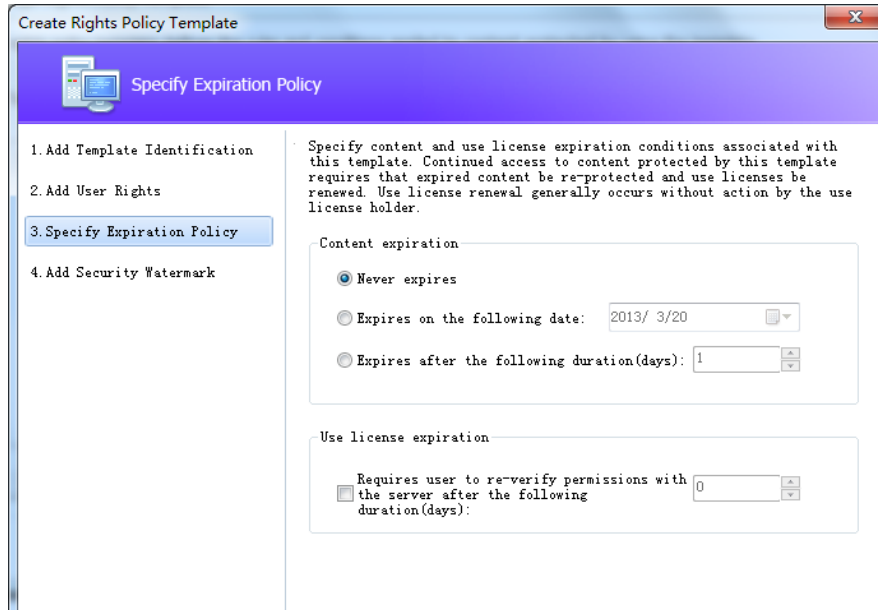
Content expiration

Never expires: the PDF content can be viewed indefinitely.

Expires on the following date: the PDF content will expire on a given date.

Expires after the following duration (days): the PDF content will expire after the desired days selected.

Use license expiration

Requires users to re-verify permissions with the server after the following duration (days): users need to apply for a new license to open the encrypted PDFs several days (the number you type into) later.

10. Click **Next** to add security watermark. You can refer to the <u>Security Watermark</u>.
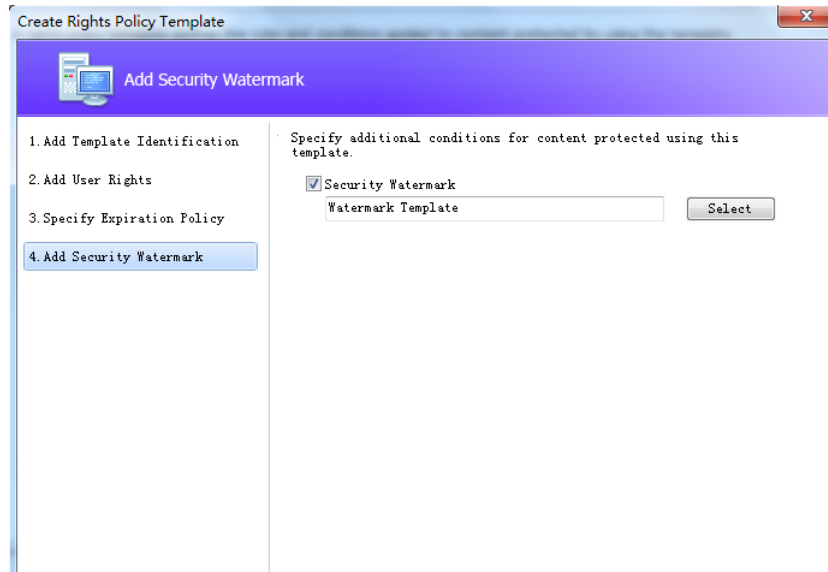
11. Click Finish to complete creating the template.

Security Watermark Management

1. Creating Profile

Before adding a watermark, you should create a profile first. The application will apply all of the watermarks in the profile to a PDF.

Note: you can only choose a profile but not a certain watermark to use. Please create the watermarks you want to add to one PDF in the same profile.

- Choose PROTECT > Settings > Security Watermark Management.
- Click **New Profile** to create a profile and name it.
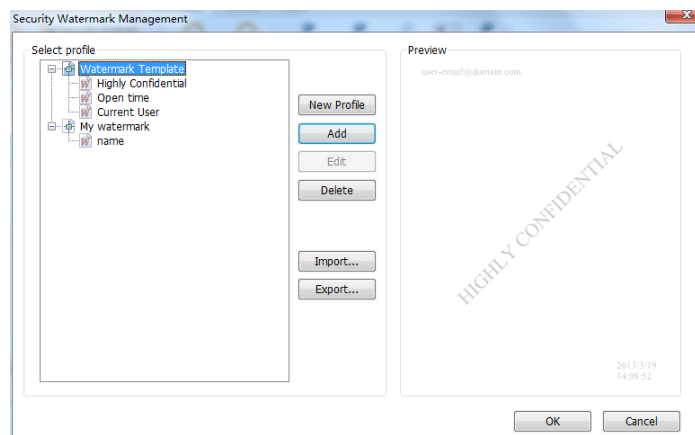
2. Add Watermark

To add a new watermark, please do the followings:

- Open the Security Watermark Management and select a profile you created and click **Add** to add watermarks in the profile.
- Type the watermark's name.
- Type the watermark's content in the text box and set the font, size, color, underline, and alignment.
  Note: you can only set text as watermark.
- Choose the Dynamic Text. When any PDF reader opens the file, the watermark will show the current document information dynamically and you can use multiple text at the same time.

  Content ID: shows the content ID of the current document.
  Document Title: shows the current document title.
  Author: shows the author of current document.
  Current User: shows the current user who is reading the document.
  Date: shows the current system date when opening the document.
  Day: shows the current system day when opening the document.
  Month: shows the current system month when opening the document.
  Year: shows the current system year when opening the document.
  Time: shows the current system time when opening the document.
  Hour: shows the current system hours when opening the document.
  Minute: shows the current system minutes when opening the document.
  Second: shows the current system seconds when opening the document.

- Set the appearance by choosing the rotation degree and the opacity. You also have the option to make the scale relative to target page.
- Set the vertical and horizontal distance between the target page and the watermark.
- Choose the page range to play the watermark. You can select the different page range options via clicking the right items in the subset list.
- Preview the watermark in the right pane.
- Click **OK** to finish it.
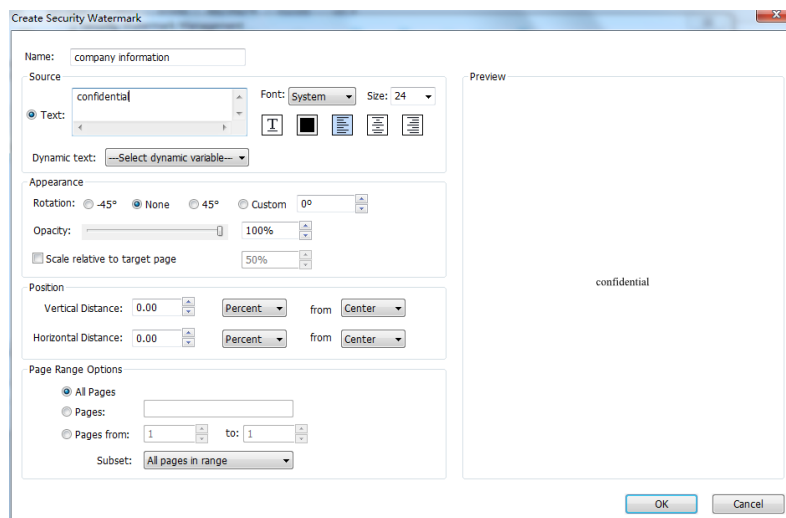
3. Edit or Delete Watermark

Edit a Watermark

- Open the Security Watermark Management and select a watermark you want to edit.
- Click **Edit** to open the Edit Security Watermark dialog box.
- Begin editing the watermark, please refer to "Add Watermark".
- Click **OK** to finish the operation.

Delete a Watermark

- Open the Security Watermark Management and select a watermark you want to delete.
- Click **Delete** to remove the selected watermark.

4. Import or Export Watermark

Import a Watermark

- Open the Security Watermark Management and click **Import**.
- Choose a watermark with .xml format.
- Click Open.

Export a Watermark

- Open the Security Watermark Management and select a watermark you want to export.
- Click **Export** and choose a file type and location to save.
- The watermark will be exported as an .xml file or encoded file according to your choice. It can be integrated into AD RMS policy template and applied to the PDF files by Foxit PhantomPDF.

Note:

1. If you want to integrate the watermark to a common policy template, please export it as an .xml file and add it to the template by PhantomPDF directly.

2. If you want to integrate the watermark to an official policy template, please export it as an encoded file (.txt format) and integrate it into the template by AD RMS Scripting API Architecture. Then you can import the template and apply it to PDFs by PhantomPDF. (Please click here to see the example and use the value of "appData.Name" and "appData.Value" in the exported encoded file.)

Auditing Logs

Foxit PhantomPDF enables you to track on the usage of RMS protected files to record the actions on the files during workflow and save to SQL server, including who accessed the document, what document was accessed, when it was accessed, how it was accessed and the success of that access, and more.

To audit logs you should first download a configuration tool from http://cdn04.foxitsoftware.com/pub/foxit/rms/configtool/RMSConfigTool110.exe. Run the tool and do the following:

1. In the Config Tool dialog box, choose **Foxit PhantomPDF**, and check Audit Log Setting function.
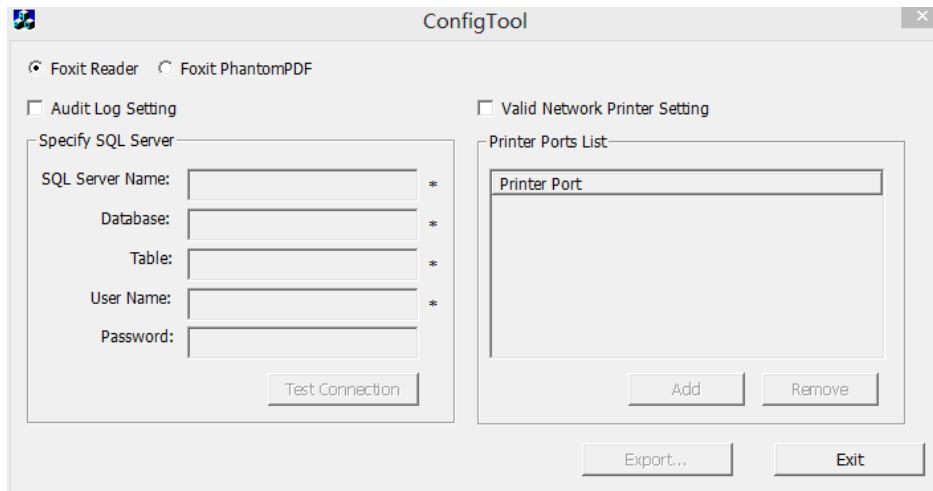
2. Follow the codes below to create the database table on the server.

```
USE [Database]
GO
/****** Object:    Table [dbo].[Table_Name]    ******/
SET ANSI_NULLS ON
GO
SET QUOTED_IDENTIFIER ON
GO
CREATE TABLE [dbo].[Table_Name](
 [User] [nvarchar](50) COLLATE SQL_Latin1_General_CP1_CI_AS NOT NULL,
 [Action] [nvarchar](50) COLLATE SQL_Latin1_General_CP1_CI_AS NOT NULL,
 [FileName] [nvarchar](max) COLLATE SQL_Latin1_General_CP1_CI_AS NOT NULL,
 [DateTime] [datetime] NOT NULL,
 [PrinterName] [nvarchar](max) COLLATE SQL_Latin1_General_CP1_CI_AS NULL,
 [Copies] [numeric](18, 0) NULL,
 [Result] [nchar](10) COLLATE SQL_Latin1_General_CP1_CI_AS NULL
 ) ON [PRIMARY]
```

3. Enter all SQL Server information shown as below, including SQL Server Name, the name of Database and Table, User Name and Password. Then click on **Test Connection** button to test if the connection works well. A message box will pop up to tell you if the test connection is successful.
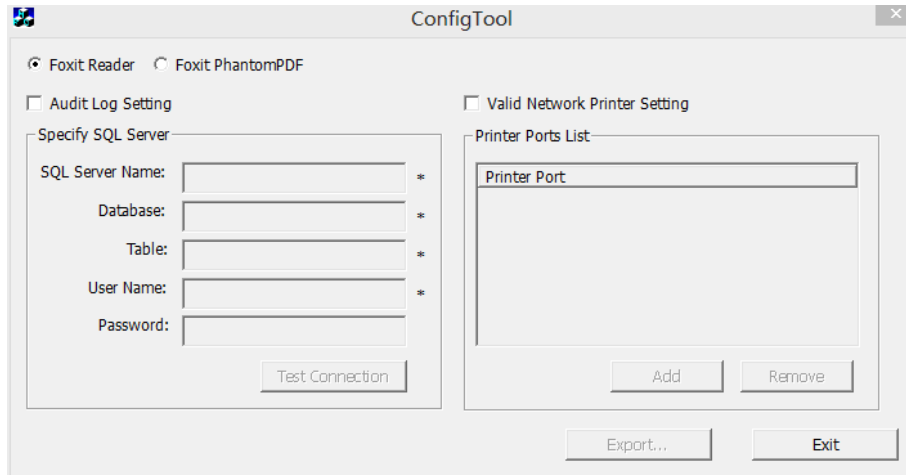
4. Click on the Export button to generate a .reg file for the administrator's configuration.

5. The administrator can distribute the .reg file to client-end computers.

Restrict Local Printing

You can also set the printing permissions by specifying certain network printers to protect the sensitive information from being printed arbitrarily.

✧ **Network Printers Configuration**

To avoid unauthorized printing of sensitive documents, you can limit the printing permissions to certain network printers. To configure network printers, please download the configuration tool from http://cdn04.foxitsoftware.com/pub/foxit/rms/configtool/RMSConfigTool110.exe, run the tool and in the "ConfigTool" dialog box check **Valid Network Printer Setting** in the Config Tool dialog box and then do the following:
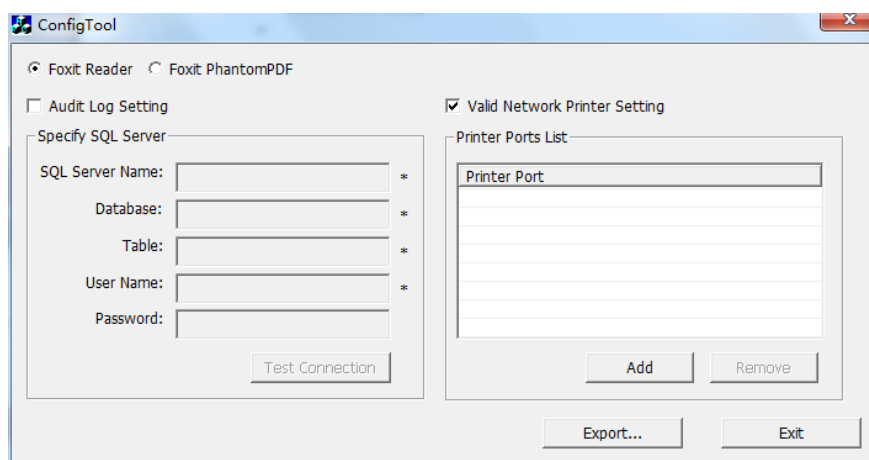
1. You should get the Printer Port first. Please go to Start > Devices and Printers > right-click a

network printer > Printer Properties. In the printer properties dialog box, choose Ports tab and get the information, e.g. the "IP_192.168.3.239" is the printer port.
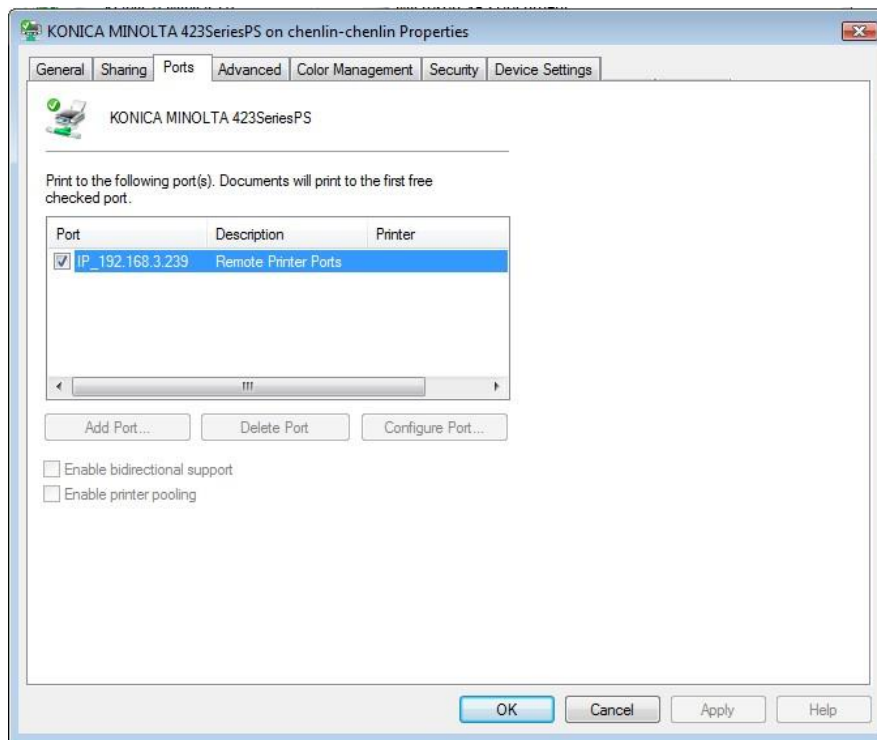
2. Click Add button in the "ConfigTool" dialog box to add the Printer Port.

Note: About how to add a network printer, please see "Add a Network Printer".

3. Click on Export button to generate a .reg file for the administrator's configuration.

4. The administrator can distribute the .reg file to client-end computers.

✧ **Add a Network Printer**

There are two devices to add a network printer as below:

- Go to Start > Devices and Printers > Click **Add a printer**. In the **Add Printer** dialog box, click **The printer that I want isn't listed** to go to the next step.
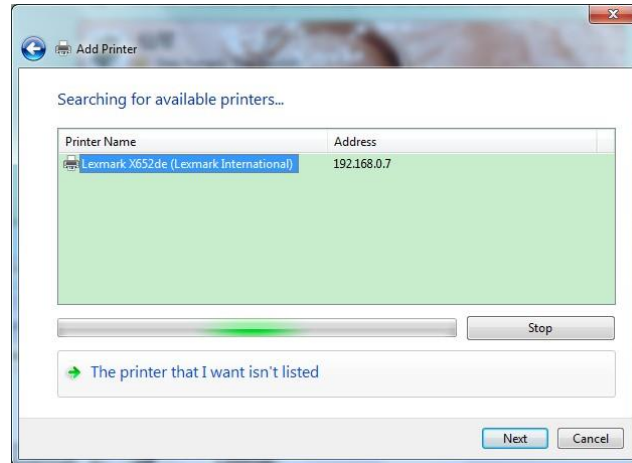
Follow the instructions shown in the **Add Printer** dialog box as below and complete adding a printer.
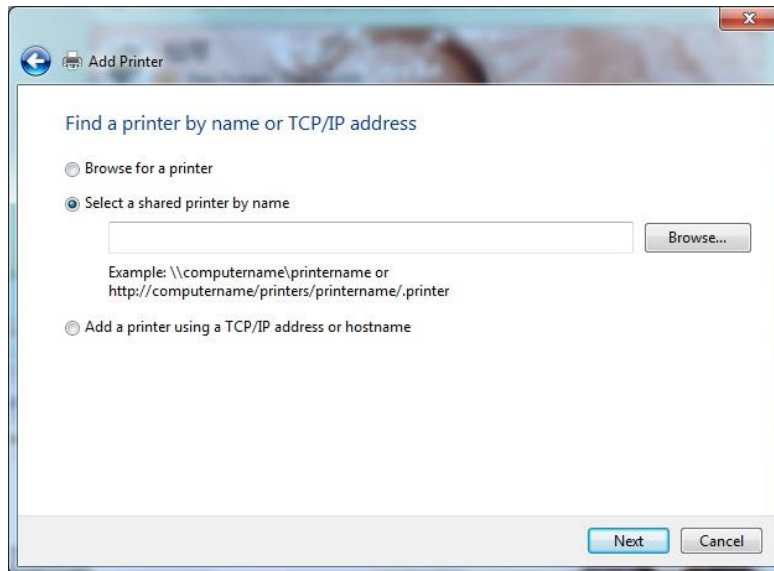
- Open the **Run** box by pressing shortcut keys Win + R, enter the printer URL you want to add and click OK.
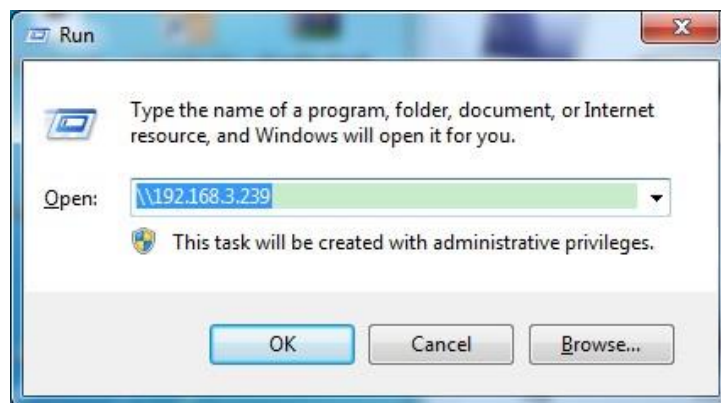
In the pop-up dialog box, right-click the printer and choose **Connect** on the context menu.
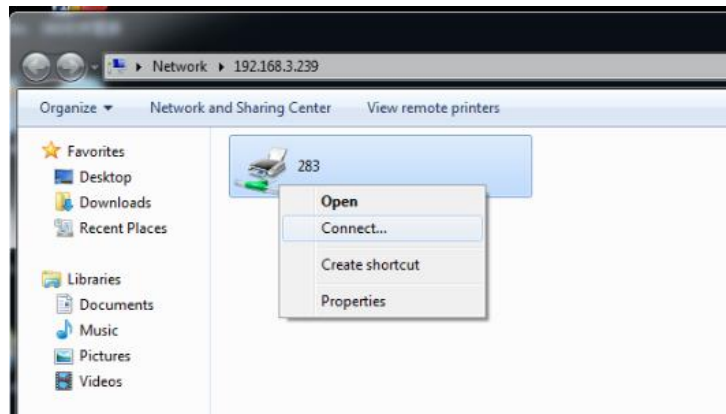
RMS Settings

You can specify the RMS settings before you encrypt PDFs. To specify RMS settings, please follow the instructions below:

- Click FILE > Preferences > RMS Setting. By default, all the three items below are not checked.

  Save encrypted file as a copy named 'filename(protected).pdf' – saves an encrypted PDF file automatically as a copy named "filename(protected).pdf" after adding RMS encryption to the file.

  Encrypt metadata – encrypts the metadata when encrypting PDF documents.

  Use deprecated encryption algorithms to be compatible with the previous version – If checked, PDFs encrypted by RMS can be opened with Foxit Reader 5.0 and Foxit PhantomPDF 5.0 and the latter versions; if not checked, PDFs encrypted by RMS can be opened with Foxit Reader 5.4 and Foxit PhantomPDF 5.5 and the latter versions.

SharePoint Integration

Foxit PhantomPDF supports to open/save as PDF files in a SharePoint repository, whether the SharePoint repository is SharePoint online or SharePoint on-premise. Moreover, on any website of SharePoint on-premise you can directly check out and check in PDF files seamlessly after configuring your server.

To check out and check in PDF files seamlessly on a website of SharePoint on-premise, please double click the attached SharePoint Configuration 📌 to configure your server first. Then you can login to the SharePoint Server, select document library and choose to check out and open PDF files.

Open PDF files in a SharePoint repository

To open PDF files in a SharePoint repository, please do the following: (Take opening PDFs in a SharePoint repository on SharePoint online for example)

- Run Foxit PhantomPDF and choose **FILE** > **Open** > **Add a place** > SharePoint . In the **Add** dialog box, type the SharePoint URL to sign in and click **Next** to continue.
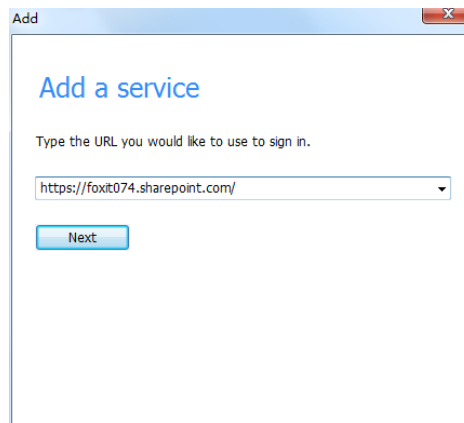
- In the pop-up dialog box enter the email address and the password to sign in.
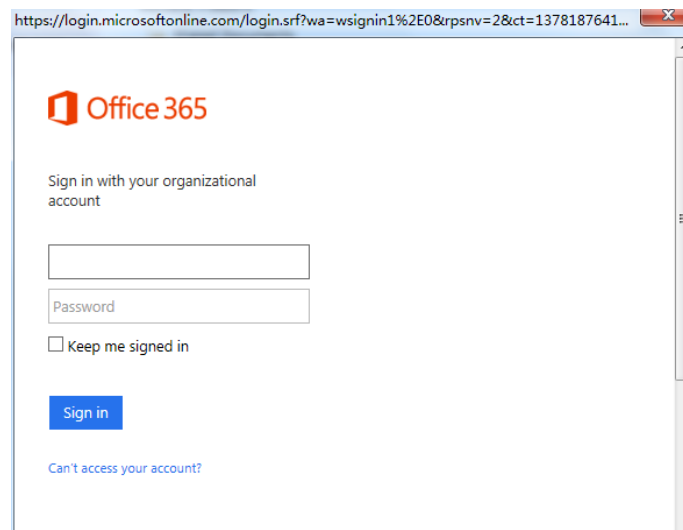
- In the **Open** dialog box, select the **Shared Documents** folder and click **Open**.
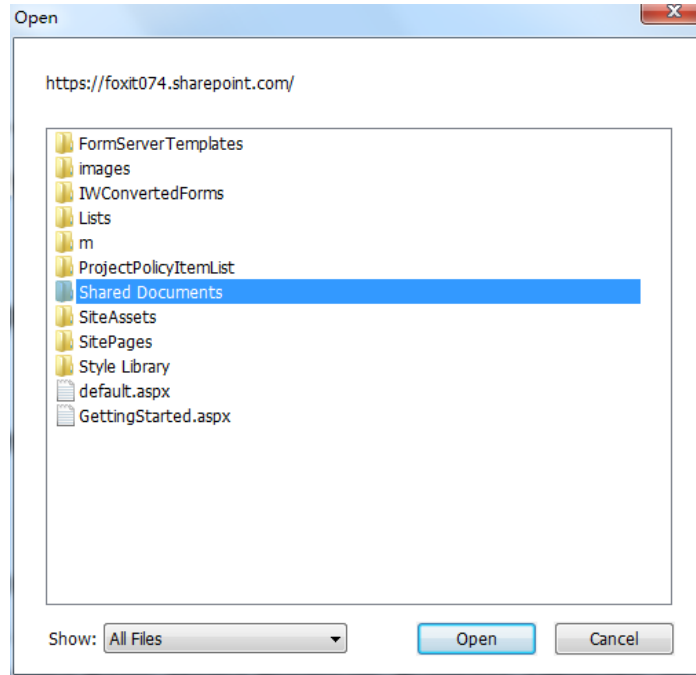
- Choose the PDF file you want to open and click **Open**.
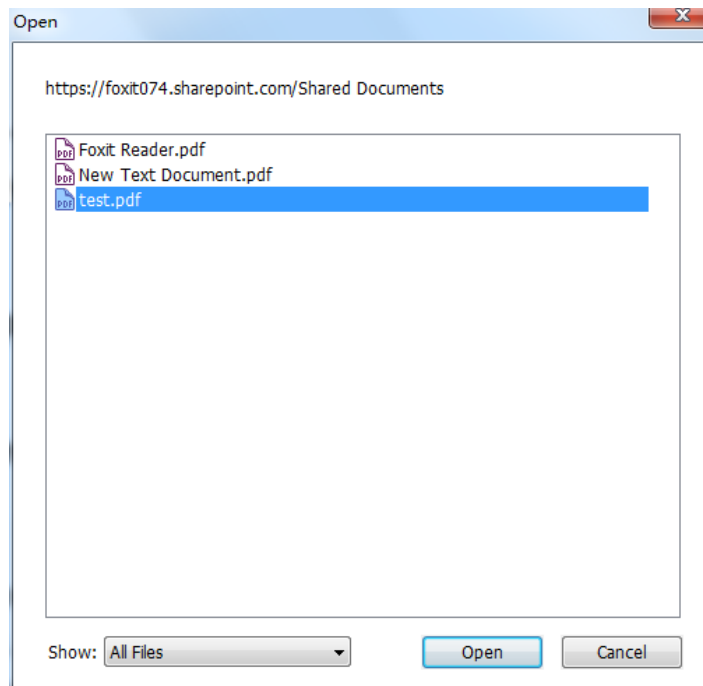
- In the **Foxit PhantomPDF** dialog box, if you choose **Check out and Open**, other users cannot edit the PDF at the same time; if you only choose **Open**, others are able to modify the PDF as well when you are editing.
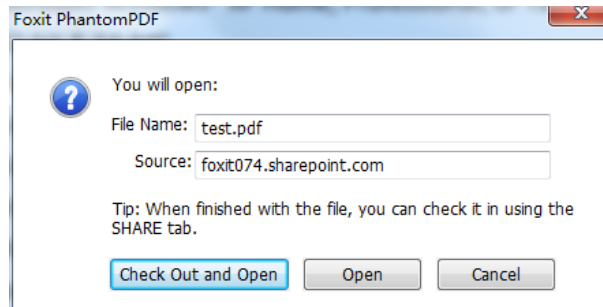
- (Optional) If you want to cancel the Check Out status, please go to SHARE > SharePoint Integration > Discard Check Out .
- Edit the PDF according to your requirements.
- To set the PDF properties, please do as the following steps:

    1. Please go to SHARE > SharePoint Integration > Prepare Document Properties .

    2. In the Document Properties dialogue, double-click the column name to edit the value in the Edit text box. For example, double-click **Title**, the Edit text box will pop up, type the content you want and click **OK** to finish the editing.
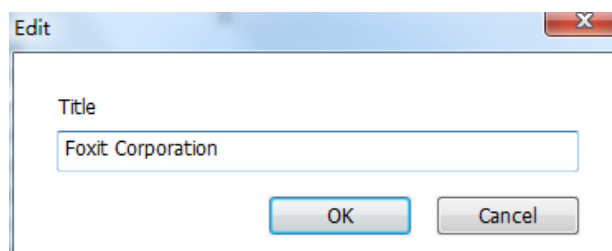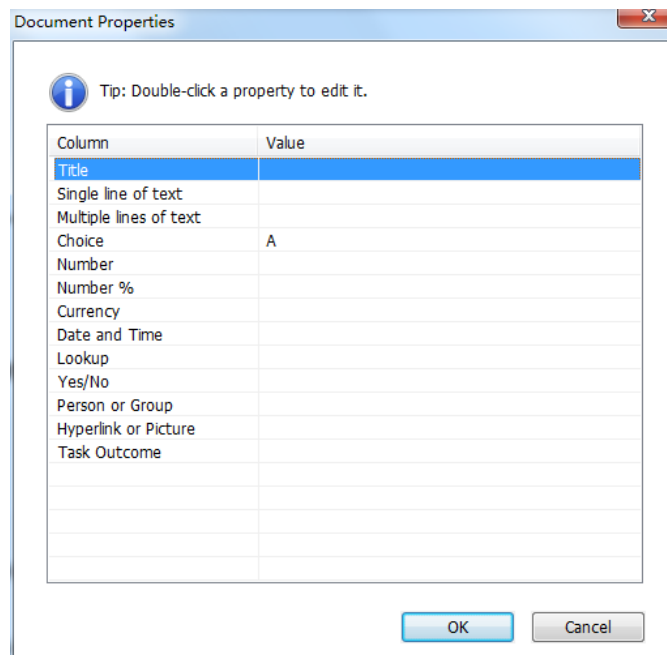
- Go to SharePoint > **Check In**.

  In the Check In dialogue box, select a version number for the modified document along with the appropriate the version comments. To not allow other people to modify the document, you can check **Keep the document checked out after check in this version**.

- Click **OK**, the modified PDF will be loaded to the server automatically.
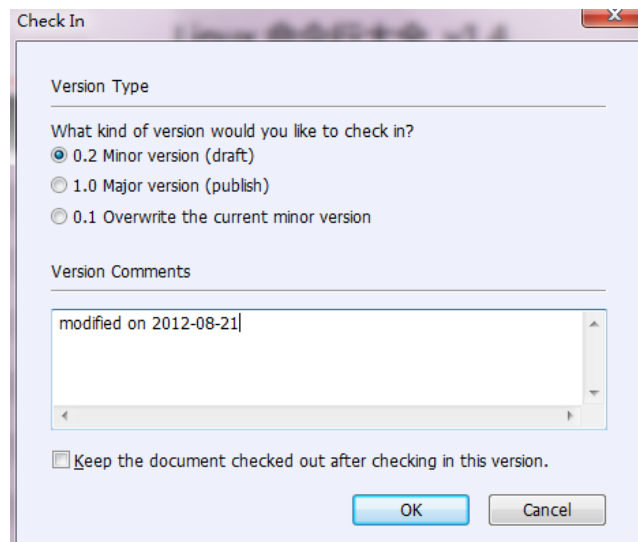
Save as PDF files to a SharePoint repository

To save as PDF files to a SharePoint repository, please do the following: (Take saving as PDFs to a SharePoint repository on SharePoint online for example)

- Choose **FILE** > **Save As** > **Add a place** > **SharePoint** . In the **Add** dialog box, type the SharePoint URL to sign in and click **Next** to continue.
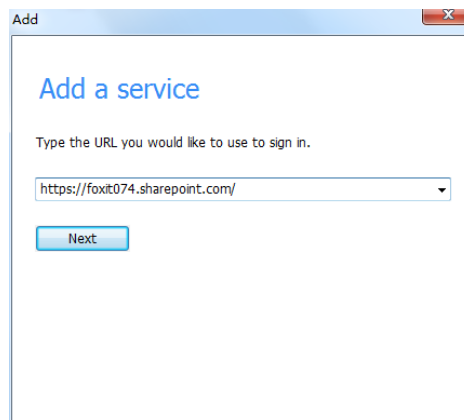
- In the pop-up dialog box enter the email address and the password to sign in.
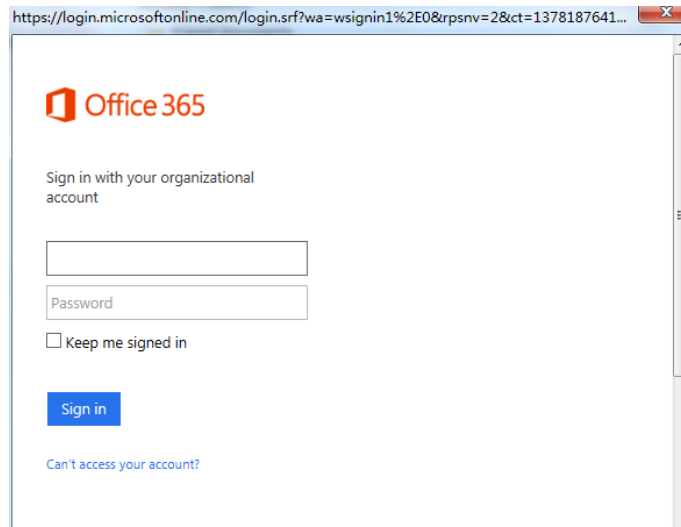
- In the **Save As** dialog box, select the **Shared Documents** folder and click **Save**.
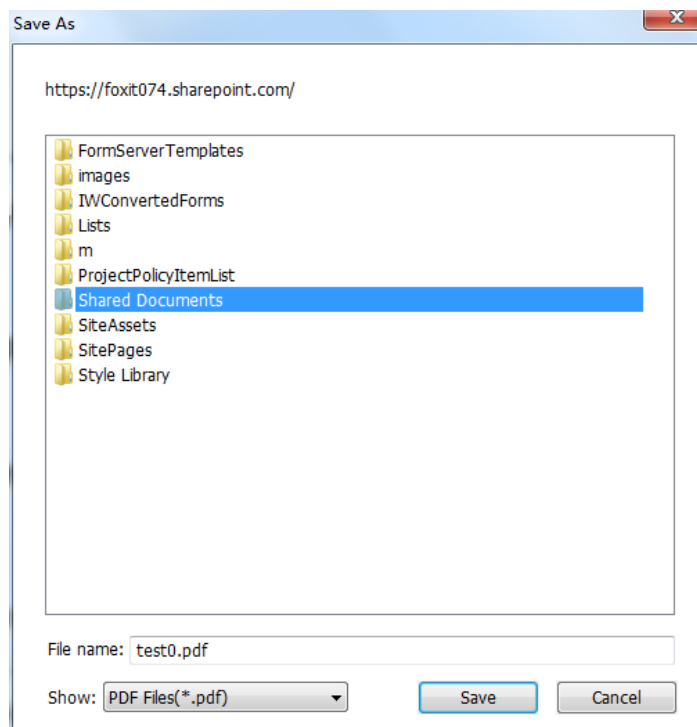
Redaction (Available in *Business* Only)

Redaction feature allows you to remove sensitive information from your document prior to making it available to the others. You are able to mark the text or graphics for Redaction first, and then apply the redaction.

Mark for Redaction

To mark the text or graphics for redaction, do the following:

- Select PROTECT > Redaction > Mark for Redaction, and the hand tool changes into a Cross
  ⌖ automatically.
- (Optional)Double-click an image to mark an entire image which will be in a red rectangle.
- (Optional)Hold the pointer over the text you want to redact and drag a rectangle around it.
- The rectangle will be filled with black color once moving close the pointer to the selected
  area.

Apply Redactions

You need to apply the redactions after marking the text or graphics you want to redact. To apply
the redaction, do the following:

- Select PROTECT > Redaction > Apply Redactions.
- A dialog box pops up to give a warning message and asks if you are sure to apply the
  redaction or not.
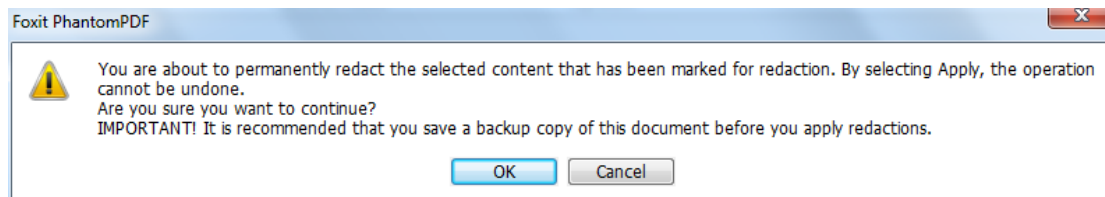
- Select **OK** after you have marked all content that you want to redact.

Search and Remove Text

You can find and remove content either in a single PDF file or in multiple PDF files under a
specified folder that contain searchable text with Search & Redact tool.

- Select PROTECT > Redaction > Search and Redact. Then specify what you want to redact in
  the Search pane. Please do one of the following:
  - ✧ Type the text you wish to find and redact into the search dialogue box. For more about
    the search feature, please refer to "advanced search".
  - ✧ Check the item **Patterns** and select a pattern. The patterns vary with different countries.
    Choose **Country** based on the file you are using.
- Click **Search and Redact**.
- Check the results you want to redact.
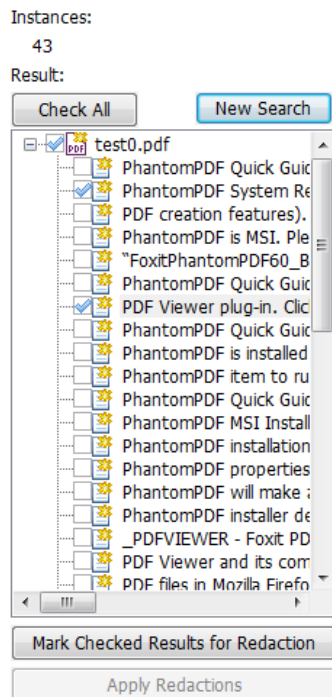
- Click the button **Mark Checked Results for Redaction** at the bottom of the search dialogue box.
- Choose PROTECT> Redaction > Apply Redactions. Or click the button **Apply Redactions**.

Note: This operation cannot be undone and the selected content will be removed permanently when you select Apply. It is recommended that you save a backup copy of this document before you apply redaction.

Chapter 10 – Signature

Foxit PhantomPDF provides robust, secure and quick signature features, including digital signature, DocuSign and quick PDF Sign.

Digital Signature

A digital signature acts as a traditional handwritten signature that can be used to authenticate the identity of a user as well as the document content. It stores information about the signer along with the date, time, and state of the document when it was signed.

About Digital ID

Digital ID is the identity of a person/organization, which contains your name, Email address, a serial number, an expiration date, and the name of the company. A digital ID contains two keys, one is a public key (certificate) that is used to encrypt or lock data, and the other is a private key that is used to decrypt or unlock data that is encrypted.

You can distribute your certificate that contains the public key and other identifying information to those people who need to use it to verify your identity, validate your signature, or encrypt a document for you. Only your private key can unlock information that was encrypted using your certificate, so make sure to store your digital ID in a safe place.

You can not only obtain a digital ID from a trusted third-party provider called a Certificate Authority (CA) but also create a self-signed digital ID with Foxit PhantomPDF. Digital IDs are usually protected by password; you can store it on computer in PKCS#12 file format, or in the Windows Certificate Store.

Place a signature

Before you sign a document, you need to draw a signature field where the signature is placed, get a digital ID, and create the signature.

1. Choose PROTECT >Signature> Sign & Certify > Place Signature.
2. Press and hold the mouse button down, and drag to draw a signature filed for your signature.
3. In Sign Document dialog box, choose a digital ID from drop-down menu. If you can't find the specified digital ID, you will need to get a certificate from the third-party provider or create a self-signed digital ID.
4. (Optional)To create a self-designed digital ID, choose New ID from drop-down menu. In the Add Digital ID dialog box, select a location to store the digital ID. Click Next to type your

identity information such as name, organization unit, e-mail address, etc. to be used when generating the self-signed certificate. In **Use Digital ID for**, choose one option as needed. Click Next to enter a file name, storage location and password for your new digital ID file. Confirm your password and click Finish.

5. Choose an appearance type from menu. There are two types to choose, one is **Standard Style**, and the other is to **Create New Style** for your signature. Please refer to <u>Creating signature appearance</u>. You can view your signature in Signature Preview panel.

6. Click Sign. In the Save As window, specify the location and file name of the signed document.
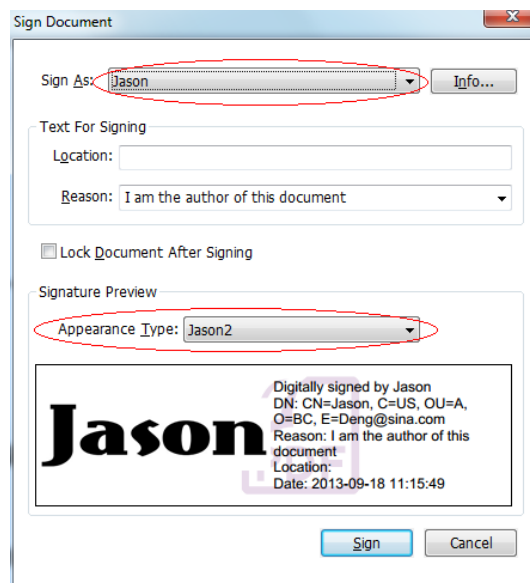
*Note: By default, the document is signed after you place the signature and then you will not be able to move or resize it. To change the setting, please uncheck the **Sign the document immediately after signature is placed** option in FILE > Preferences > Signature.*

Create signature appearance

You can set the appearance of your digital signature by selecting different options in Sign Document dialog box. For example, a signature can include an image of your handwritten signature, a company logo, or a photo, date and so on. Furthermore you can create dynamic signature appearance to user for different purpose. A signature appearance also includes information that helps others verify your signature, such as reason for signing, contact information, and more.
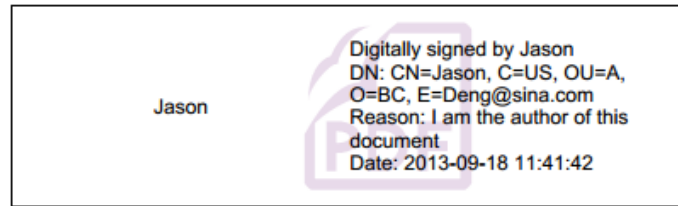
Different appearances of signatures

- Choose PROTECT > Signature > Sign & Certify > Place Signature.
- Press and hold the mouse button down, and drag to draw a signature filed for your signature.
- In Sign Document dialog box, choose **Create New Style** from Appearance Type menu.
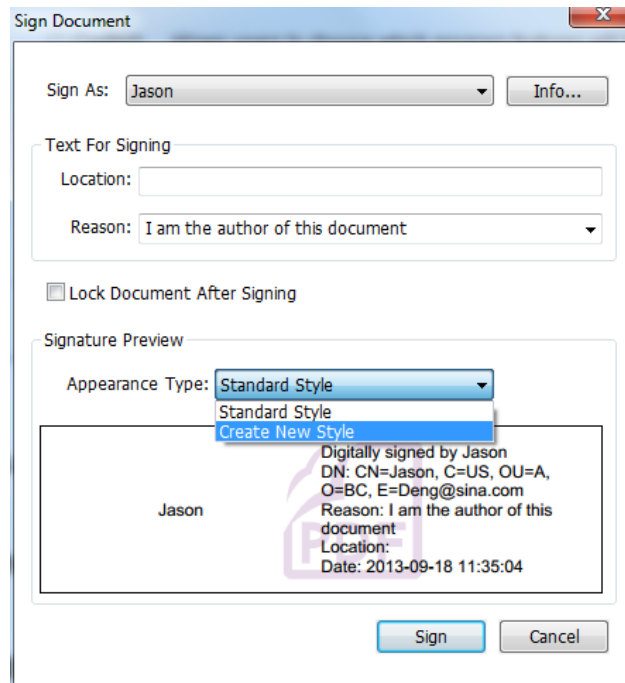
- Check the options that you want to appear in digital signature. A signature appearance can include lots of information showing the users attributes, including name, organization, country, logo, location, etc.
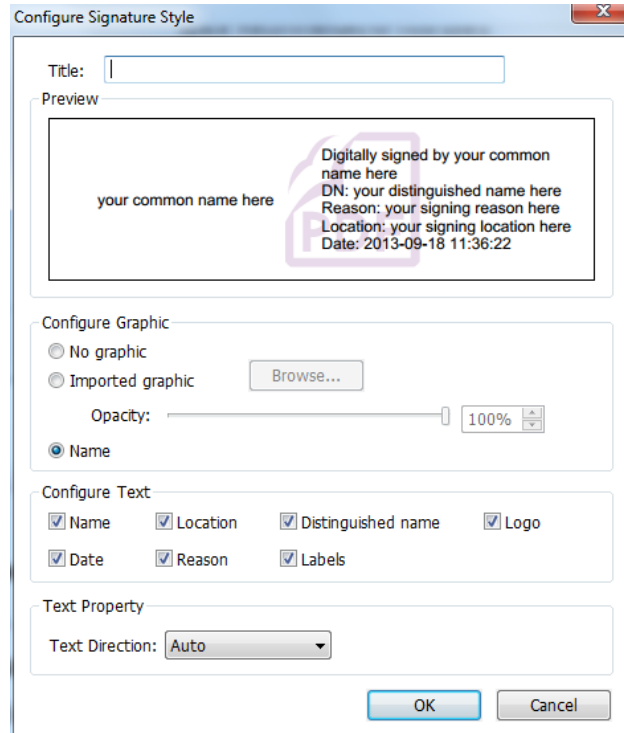
Configure Signature Style Dialog Box

Note: To manage the created styles, go to FILE > Preferences > Signature.

Move and resize an image

You can move and resize signatures before signing the document, but you aren't allowed to change certificate and appearance of certificate.

1. To move the signature

Select the Annotation Selection Tool ![icon] or the corresponding tool, put the pointer over the signature, click and drag the signature to another place you like.

2. To resize the signature

Select the Annotation Selection Tool ![icon] or the corresponding Tool, click the signature. Place the cursor on any corner point. Pointer changes into the cursor showing the direction at which the rectangle will be resized.

Sign a PDF

A PDF is signed to indicate your approval. The signature isn't resized and moved when you sign the document. A PDF can be signed more than once by more than one person. When you sign a document, your digital signature appears in the signature filed. The appearance of the signature

depends on options you select.

1. Sign a PDF after placing, please choose one of the followings:

    - Choose PROTECT > Secure > Sign Document.
    - Select Hand Tool and right-click the signature, choose Sign Document.
    - Select Hand Tool, and click the signature.
    - Set your signature preferences in Preferences dialog box. Choose FILE > Preferences> Signature, check the option of "Sign the document immediately after the signature is placed" to sign the document immediately when the signature is placed.

2. Type file name and specify location in pop-up Save As dialog box.

*Note: By default, the document is signed after you place the signature. To change the setting, please uncheck the **Sign the document immediately after signature is placed** option in FILE > Preferences > Signature.*

Validate Signatures

Check the validity of a signature

If you want to automatically validate all signatures in a PDF when you open the document, please check **Verify signatures when the document is opened** option in FILE > Preferences > Signature. An icon appears on the left top of signature field to indicate the signature status. The signature state appears in the Signature Panel.

- The question mark icon indicates the signature is not validated.

- The check mark icon indicates that the signature is valid.

- The icon indicates that the signature is invalid. The document has been altered or corrupted since the signature was applied.

- The caution triangle icon indicates the document was modified after signature was added; however, the signature is valid.

- The icon indicates the signature validity is unknown because the signer's certificate isn't in your list of trusted identities. The document has not been modified since the signature was applied.

Validate a signature

1. Open the PDF containing the signature, do one of the followings:

- Choose PROTECT > Signature > Validate.
- Right-click the signature, choose Validate Signature from context menu.
- Select Hand tool on toolbar, click the signature.

2. Pop-up a Signature Validation Status message box which describes the validity of signature. The icons that appear in signature fields become the corresponding icons which indicate different signature status.

Tip:

1. *You can validate signatures by setting your signature preferences. Choose FILE > Preferences > Preferences > Signature.*
2. *Check the **Verify signatures when the document is opened** option to automatically validate signatures in a PDF when you open the document.*

Delete a signature

To delete an unsigned signature:

- Select the Annotation Selection Tool .
- Right-click the signature and choose **Delete** from context menu, or press Delete key.

Note: If you have checked the Locked option in Signature Properties dialog box, you will not be able to remove the signature from the document.

To delete a signed signature:

- Validate the signature first. And right-click the signature with hand tool and choose **Clear Signature**. The signature will be cleared and only a blank signature field will be left.
- Choose the Annotation Selection Tool or the corresponding tool, right-click the signature field and choose **Delete**.

Modify a signed signature

To modify a signature after signing the document:

- Validate the signature first. And right-click the signature with hand tool and choose **Clear Signature**. The signature will be cleared and only a blank signature field will be left.
- Click the blank signature field with the hand tool, and create a new signature. See also "Creating signature appearance".

Certify a PDF (Available in *Business* only)

Only the author can certify his/her own PDF documents. The author can specify what changes can be made to the file after certifying. Whenever approved changes are made, the certificate remains valid. If a reader tries to make changes you haven't allowed, the certificate is invalidated and any subsequent users will be notified that the document was tampered with.

To certify your PDF, please do the following:

1. Open your PDF document you want to certify.
2. Select PROTECT > Signature > Sign & Certify > Certify with visible signature/Certify without visible signature.
3. Press and hold mouse button down, drag to select an area on the document where you want the signature to appear.
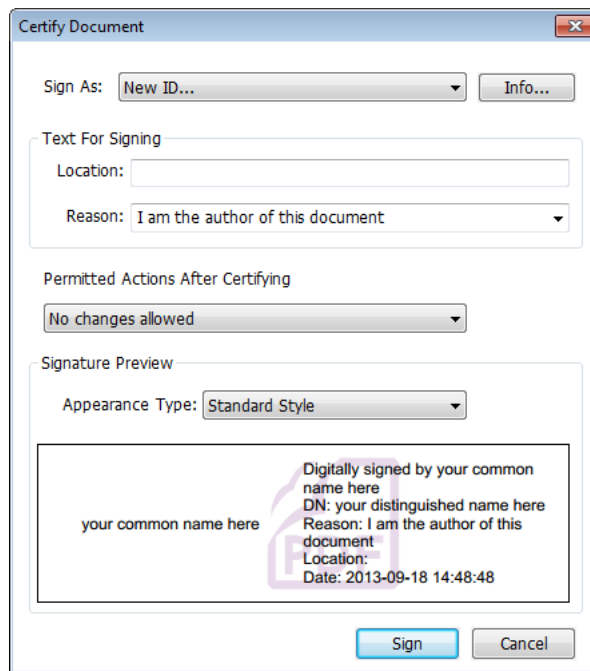
Certify Document Dialog Box

4. In the pop-up Certify Document dialog box, choose a digital ID. If you don't find the specified digital ID, you need to get a digital ID from a third-party provider or create a self-signed digital ID.
5. Set authorized actions for your document from the drop-down menu in **Permitted Actions After Certifying** item.
6. Set the signing reason and choose an appearance type from the menu.
7. Click **Sign**.

View Signature Properties

Signature Properties dialog box provides basic information about the signature, including the signer, reason, date, location validity summary and details of certificate, etc.

1. Select the hand tool.

2. Right-click the signature, and choose Show Signature Properties from context menu.

3. In Signature Properties dialog box, you can get the information as follows:

- **Signed by** – shows the signers that sign the document.
- **Reason** – displays the reason that you create the signature.
- **Date** – shows the date time when you signed the document.
- **Location** - shows which page the signature is located on.
- **Validity Summary** - checks whether the document was modified after it was signed, and other information.
- **Show Certificate** – click it to show the details of certificate, such as the validity of certificate, certificate path, etc.
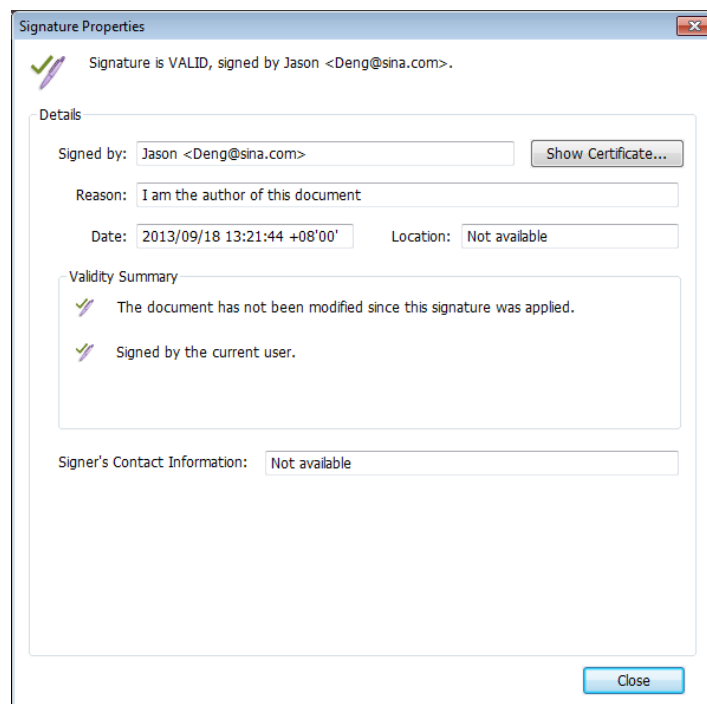
Signature Properties Dialog Box

Note: If the status is unknown, click the Show Certificate… to view the details of the certificate. Check whether the certificate has been included in your list of trusted identities, if your certificate is not trusted, Click Install Certificate to install it to the trusted Windows Certificate

Store. If you use a self-signed digital ID, confirm that the certificate details are valid. If the certificate isn't valid, request a valid certificate from signer.

Uses Windows Certificate Store to Manage Trust List

Windows Certificate Store in Foxit PhantomPDF helps you manage certificates which are trusted when you validate the digital signature. To use this feature, do the following:

1. Open a signed PDF document, click the digital signature or right click the signature to select Validate Signature.
2. A warning message pops up to show the signature validation status.
3. If the signature validity is unknown, click Signature Properties > Show Certificate > Install the Certificate if you trust it.
4. The certificate will be successfully imported.
5. Click the digital signature again and a message will show you the Signature is Valid.
6. If you don't trust the certificate any more, you can delete it from Windows Certification Store by choosing PROTECT > Signature > Digital IDs .

Signature Panels

The signature panel shows information about each signature in the document as well as the change history of the document since the first signature.

Signature Panel

Open the signature panel

Click Signature button on the left of Navigation Panel.

Sign PDFs on DocuSign®

Allows users to easily send, sign and save PDF documents and forms using the industry's most widely used eSignature solution.

Sign a PDF File

Sign a PDF on DocuSign, please refer to the following steps:
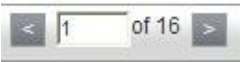
- Choose PROTECT > Signature > DocuSign button on toolbar.

- Choose Login to DocuSign. Type your Email account and password of DocuSign and click **Login**. If you do not have an account, please sign up first.

- Click the button and choose Sign with DocuSign. The application will upload your PDF to DocuSign and you will enter into the DocuSign user interface.
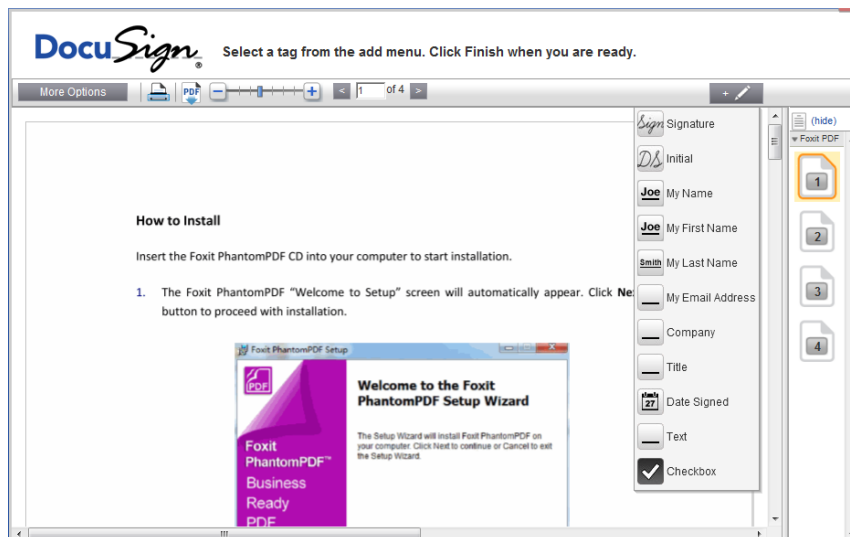
- Sign the Document

  On DocuSign user interface, click More Options, you can view history, certificate, and choose Finish Later or Sign on Paper.
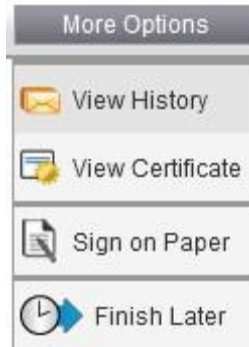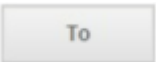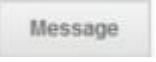
- Drag the slider can zoom in/out the file.

- Type the page number in Page Number textbox or click the page number listed on the right to jump to the target page you want to place the signature.

- Click the button to choose the signature or other items from the list. Click and drag a rectangle to the desired location. You can place several items at the same time.

- Click the button at the top right corner of the textbox to delete the signature.

- Click Finish to complete signing. You can preview the signed PDF.
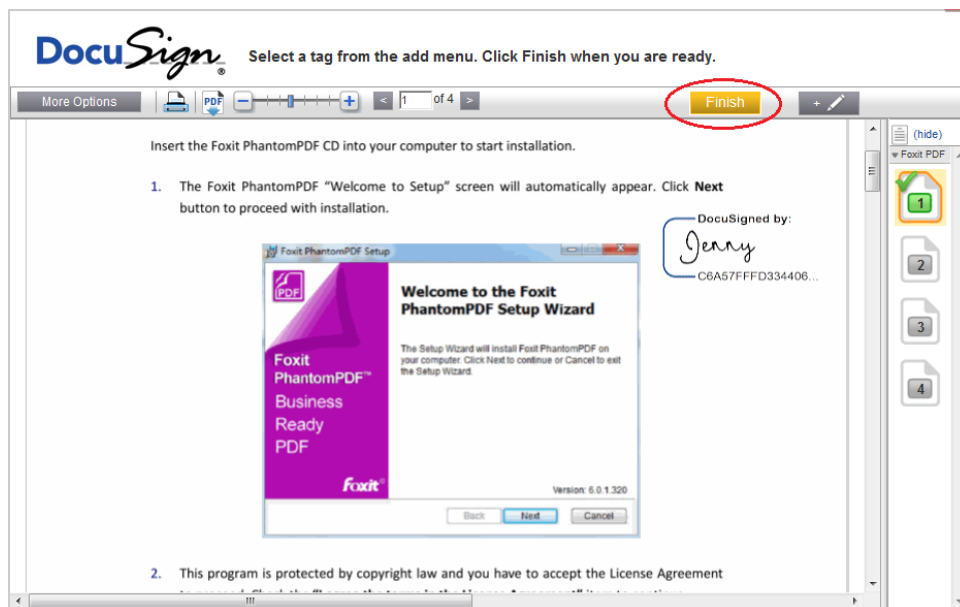
- Select the download or printing button to get the PDF with signature.

- Select the DocuSign button and choose Logout from DocuSign.

Send a PDF via DocuSign

- Open a PDF you want to send with PhantomPDF.

- Click DocuSign button ![DocuSign icon] and choose Send via DocuSign.

- Login to the website.

- Click ![pencil icon] to choose the signature or other items from list and drag it to the location where you want to sign. You can place several items at the same time.

- Click the button [To] to add the recipients address.

- Click the button [Message] to edit the email subject line and content.

- Click Send to send the PDF.

Quick PDF Signature

Quick PDF Sign enables you to create your self-signed signatures and add the signature to the page directly. You don't need to create different signatures for different roles or other complicated settings.

To create your own handwriting signature and sign a PDF, follow these steps.

1. Choose PROTECT > Signature > PDF Sign > Create Signature.
2. In the Create Signature dialog box, you can choose to draw now, import an image or from clipboard to create a signature.

3. (Optional) If you choose Draw Signature, click Draw to draw your signature in Draw Signature box, and click OK.

4. If you choose Import Image, then click Browse. And choose the image and click Open. You can preview the image in the Preview tab.

TIP: *You can sign your signature on a clean white sheet of paper using a black pen, scan it to an image file. To create the best signature you had better scan your signature in monochrome at 600 DPI.*

5. You can set your name as your signature.
6. To add a password to your signature, check the item **Require password to use the signature**. Specify a password users will be required to type the password when they sign the document with the signature. Enter the password again to confirm it.
7. Click Save. The cursor will be changed into a rectangle.
8. Put the cursor to the place you want to sign. You can resize it by clicking and dragging the handle. You can also move the signature by dragging it to other places. To remove it, select the signature and press Delete.
9. To apply the signature to the document, double-click the signature or right-click the signature and select **Apply signature**. Select **Place on Multiple Pages**, and then you can specify the page(s) you want to place.

Note: *Once applied, the signature can no longer be edited or deleted.*

To manage signatures, do the following:

Choose PROTECT > Signature > PDF Sign > Manage Signature. In the Manage Signature dialog box, click Create to create a signature. Select a signature you created, click Edit and you can change your signature. You can preview the signature after you edit it. To delete a signature, select the signature and click Delete.

Chapter 11 – Print

Printing is a process for reproducing text and images. When you have finished reading a helpful article or designing a PDF form, you may need to send it to an inkjet or laser printer and print it out with custom page sizes. With this section, you can get the help to set options in the Print dialog box to ensure that the finished document appears as intended.

Print a PDF document

1. Make sure you have installed the printer successfully.
2. Choose Print from the File menu.
3. Specify the printer or plotter, page range, number of copies, and other options.
4. Click **Print**.

Print a portion of a page

To print a portion of a page, you need to refer to the Snapshot tool [📷 SnapShot] .

●   Select the Snapshot tool by choosing HOME >Tools > Snapshot.
●   Drag around the area you want to print.
●   Right-click in the selected area > choose **Print**…, and then refer to the <u>"Print Dialog"</u>.
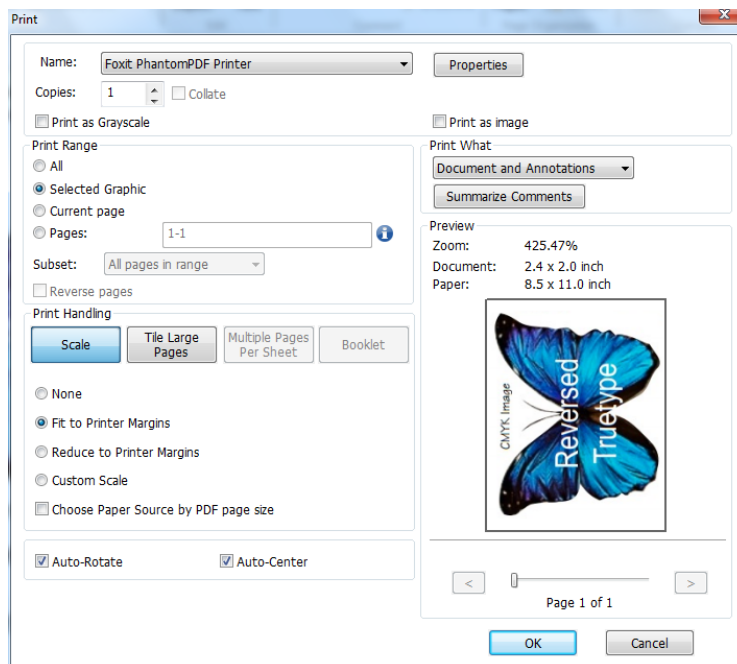
Print a portion of a page

Print multiple pages with page thumbnails

To perform a quick print, you can select multiple pages from a document from the thumbnail list.

• Open the document that you want to print, and then click Pages button on the left navigation panel.
• Shift-click / Ctrl-click/ drag the mouse to select a range of page thumbnails from the document.
• Select Print Pages from the right-click menu, and then click OK.

Print tabs

You can print one tab you are opening from the tab bar or print out all documents opened in the tab bar at a time.

1. Move the pointer to the tab bar
2. Right click > Choose Print Current Tab/Print All Tabs.

Print Dialog

The print dialog is the final step before printing. You can modify the printer in this dialog as well. Be aware that changing the printer may affect the page setup if the new selected printer has a different paper size, for instance.

To open the Print dialog box, choose FILE > Print. Choose a printer from the menu at the top of the Print dialog box and specify the copies to print. Click **Properties** for more settings. (Refer to "Set Foxit PhantomPDF Printer Properties")

Collate – Assembles the printouts in a proper numerical or logical order when printing several copies. This option will be disabled when printing just one copy.
Print as Grayscale –Converts color images in the file to shades of gray.

Print as image –Prints pages as bitmap images. If normal printing doesn't work or doesn't produce well, check this option and specify a resolution next to it.
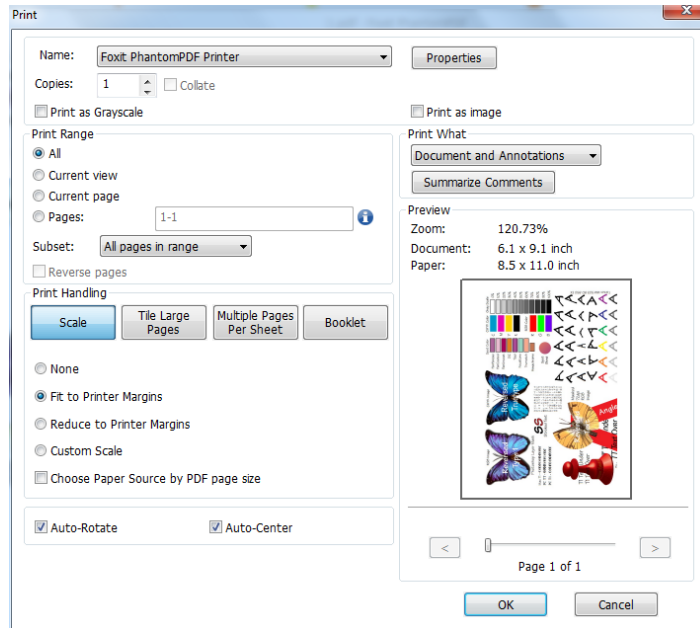
The Print Dialog Box

● **Print Range**

Specify the page range you want to print.

✧ **Subset** – Provides options for setting noncontiguous page range.

All Pages in Range – Prints all the pages within the specified range.

Odd pages only – Prints only pages with odd numbers within the specified range.

Even pages only – Prints only pages with even numbers within the specified range.

Note: *This option is especially helpful for two-side printing.*

✧ Reverse pages – Prints pages in reverse order. If page ranges are entered, the pages print opposite of the order in which they were entered. For example, if you select to print the document from page 5 to page 30, selecting Reverse pages option will print page 30 to page 5.

● **Print Handling**

✧ **Scale** – None, Fit to Printer Margins, Reduce to Printer Margins and Custom Scale.
Choose Paper Source by PDF Page Size – Automatically selects the paper type according to the page size of the PDFs when printing.
✧ **Tile Large Pages** – means to tile the pages that are larger than the selected paper size at a specified scale.

> ◇ **Multiple Pages Per Sheet** – multiple pages will be printed on the same sheet of paper. You can specify the settings like Pages Per Sheet, Page Order, Margins, etc.
>
> ◇ **Booklet** – Booklet printing enables to print multiple pages on the same sheet of paper in correct order if the pages are folded. This requires the printer support to print on both sides.

- Auto-Rotate – Adjusts the PDF document's orientation to match the orientation specified in the printer properties.
- Auto-Center – Places the PDF pages in the center.
- Print What – Specifies to print documents only, annotations only or both.

   Document – Prints the document contents without annotations.

   Document and Annotations – Prints document contents and annotations.

   Annotations – Prints annotations only.

   Summarize Comments – Prints the summarized comments to a separate and printable PDF file named "CommentsSummaryPring.pdf". See also "Summarize Comments".

- Preview –Foxit PhantomPDF provides an instant preview in the Print dialog box. Drag the slider to preview each page.

Set Foxit PhantomPDF Printer Properties

Before you create a PDF file, you may wish to access PDF Printing Preferences to set up options for your PDF files, there are two ways to access PDF Printing Preferences.

1. Accessing the PDF printing Preferences from Control Panel:

- Go to **Start** > **Settings** > **Control Panel** > **Devices and Printers** > **Printers and Faxes**.
- Right-click on the Foxit PhantomPDF Printer and then select Printing Preferences.

2. Accessing the PDF Printing Preferences from the Print dialog box.

- When you print a file and open the Print dialog box, simply click on the Properties button, you can bring up the PDF Printing Preferences.

General tab

- **Default Folder for Generated PDF File** - allows you to assign a destination folder to place the PDF files after generations.
- **Overwrite existing PDF file without confirmation** - By default, this option is checked. If you

don't hope your file is overwritten without any prompt, you should uncheck this option.

- **Use default filename and save to default folder –** If you don't want to change the original filename, just check this option and the generated PDF file will be automatically saved to the default folder you have assigned.
- **Open the file after converting** – By default, this option is checked; the generated PDF file will automatically open after conversion.
- **Compress images using lossy algorithm** - allows you to reduce the image size but with lower quality during generating PDF files. By default, it's checked.
- **Compressibility**– allows you to specify the compressibility.
- **Color** – Prints content in a color PDF file to shades of gray, in colors or only in black and white colors.
- **Image Resolution** - allows you to input a DPI (dot per inch) level for image resolution. The valid level value is between 72 -300.
- **Support PDF/A – 1b Standard** – allows you to archive PDF files.
- **Save As Default** - If you hope all your settings can be applied to all documents, you must keep the option checked. If you uncheck it, your settings will be effective for the current document only.
- **PDF Specification Version** - With Foxit PhantomPDF, you can choose PDF reference version from 1.3 to 1.7 when creating PDFs. Choosing the right PDF reference version can help the PDFs you created better compatible with different PDF viewers.

Layout tab

- **Orientation** - Allows you to change the page orientation.
- **Paper Size** - When you click Custom-size Form from the Page Form, this option is activated, and you can enter dimensions in the Width and Height boxes.
- **Custom Page Form** - This option is for you to click one of paper types, or click Custom-size form and then enter the Paper Size dimensions in the Width and Height boxes.
- **Layout Preview** - You can see how your document layout will look with the selected options from Page Form.
- **Unit of Metrics** - Allows you to change the unit of measurement, including inches, centimeter and millimeters.

Fonts tab

Embed Fonts

- **Embed all fonts** – All fonts in the Font Source list will be embedded into your PDF document when you choose this option. To ensure that the PDF file you create is fully portable and readable on computers that may not have the same fonts installed, you should embed all fonts to guarantee that none are missed.
- **Embed non-standard fonts** – This option allows you to embed nonstandard fonts installed

in your computer to your PDF document.

Note: *This will increase the size of your document considerably, particularly if you are using Unicode languages like Asian languages. The font embedding list will be disabled when this option is selected.*

Use the font embedding list below – Font embedding list will be available when you select this option. You can check and uncheck the fonts in the list to choose the fonts you want to embed into PDF files.

- **Don't embed any fonts** – All fonts in the embedding list will be unchecked when this option is selected. And when you read the created PDF files, fonts installed on your computer will be used.
- **Show warning message when the document contains fonts that are not allowed to be embedded** – If you check this, when you open a document which contains fonts that are not allowed to be embedded, a warning message will prompt.

Document Info tab

Add information to the document –This option allows you to set PDF document properties, such as Title, Subject, Author, etc. You can add information when it is checked.

PDF Information – You can enter the title, subject, author, keywords and creator of the document. Producer is the Foxit PhantomPDF.

About tab

This tab shows the information of Foxit PhantomPDF and the related copyrights and information.

Watermarks tab

Add watermarks to the document – If you want to add watermarks to your document, you can select this option and choose to add **Image Watermarks** or **Text Watermarks**.

Image watermarks–You can browse your computer for an image and change the **Opacity**, **Rotation** and **Offsets** of the image which will be added into your document as a watermark.

Text Watermarks

- **Font**

This option is activated only when Text Watermarks is selected and you can choose the font name,

font size and font color from the drop-down menus.

- **Text**

You can enter text in the **Content** box and change the **Opacity** and **Rotation** of the text which will be added into your document as a watermark.

- **Offsets**

This option allows you to change the unit of measurement and specify the width, height of the image/text, etc.

- **Scale**

A. To resize the watermark in relation to the original image size, check **Absolute Scale** and enter a number in the percentage box.

B. To resize the watermark in relation to the PDF page dimensions, check **Relative Scale** and enter a number in the percentage box.

- **Preview**

You can see how the watermark will look like with the selected options.

Headers/Footers tab

Add Headers/Footers to the Document

This option allows you to add headers/footers to your PDF document. By checking this option, the following options will be activated.

Font

You can choose the font name, font size and font color from the boxes.

Edit

This option allows you to edit headers/footers and you can specify their styles.

Click **Insert Date** to insert date to the PDF document.

Click **Insert Page Num** to insert page number to the PDF document.

You can enter text in the columns (**Left Column**, **Center Column** and **Right Column**) if needed.

Offsets

This option allows you to change the unit of measurement and specify the margins for all 4 sides.

Preview

You can see how the headers/footers will look with the selected options.

Security tab

The security feature of PDF gives you exceptional control over PDF files. Choose an encrypt type.

1. **Password Encryption**

Password

- **Require a password to open the document** – selects to require users to type the password you specify to open the document.
- **Document Open Password** – specifies a password that users must type to open the document.

Permission

- **Require to add document restriction** – restricts actions to PDF files, such as printing, editing, etc.

Permission Specification

- **Printing Allowed** – specifies the level of printing users are allowed for the PDF document.

   A. Print with low resolution – allows users to print at no higher than 150-dpi resolution.
   B. Print with high resolution – allows users to print at any resolution.

- **Changes Allowed** – defines which editing actions are allowed in the document.

   A. Fill in a form – lets users fill in forms. The option doesn't mean that users can create form fields.
   B. Comments in the document – lets users add comment to the PDF document.
   C. Manage pages and bookmarks – lets users insert, rotate, delete pages, as well as add bookmarks.
   D. Any except extracting pages – let users do all editing actions listed above except extracting pages.

Enable copying of text, image and other context - defines the contents that are allowed to be

extracted in the PDF document.

Enable text access for screen reader device for visually impaired - Facilitates the visually impaired users to use voice recognition software in screen reader devices to read the generated PDF files.

Encrypt Setting

- **Encryption Algorithm** - defines data transformations that cannot be easily reversed by unauthorized users. Foxit Creator supports 128-bit AES and 128-bit ARC-FOUR.

- **Don't encrypt metadata** – encrypts the contents of a PDF file but allow search engines access to the document metadata when it is checked.

2. **Certificate Encryption**

Recipient List

- Click **Import** to import certificate from Windows Certificate store.
- Click **Browse** to import certificate from disk.
- Click **Remove** to delete a recipient from recipient list.
- Click **Details** to view the detail of the certificate.

Permission Specification

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  A. Print with low resolution – allows users to print at no higher than 150-dpi resolution.
  B. Print with high resolution – allows users to print at any resolution.

- **Changes Allowed** – defines which editing actions are allowed in the document.

  A. Fill in a form – lets users fill in forms. The option doesn't mean that users can create form fields.
  B. Comments in the document – lets users add comment to the PDF document.
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  D. Any except extracting pages – let users do all editing actions listed above except extracting pages.

Enable copying of text, image and other context - defines the contents that are allowed to be extracted in the PDF document.

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Chapter 12 – Appendices

This section is a collection of supplementary materials for this user manual, including Keyboard Shortcuts, List of Supported UI Languages, and Command Lines.

Shortcut Keys

There are number of keyboard shortcuts that you can use to speed up your navigation within the Foxit PhantomPDF. You can both use the default keyboard shortcuts and customize your own shortcuts.

To customize the keyboard shortcuts, please go to Tools > Customize Toolbars > Keyboards or right click on the toolbar to choose Customize….

Some particularly important ones are listed here.

File Keys

Result	Shortcut
Open File	Ctrl + O
Close File	Ctrl + W, or Ctrl + F4
Save As	Ctrl + Shift + S
Close All	Ctrl + Shift + W
Print a Document	Ctrl + P
Exit Foxit PhantomPDF	Ctrl + Q, or Alt+F4
Save	Ctrl + S
Create PDF from file	Ctrl + N
Document Properties	Ctrl + D

View Keys

Result	Shortcut
Full Screen	F11
Exit Full Screen Mode	ESC, or F11
Switch to Text Viewer	Ctrl + 6

Zoom In	Ctrl + Num +
Zoom Out	Ctrl + Num -
Zoom To	Ctrl + M
Actual Size	Ctrl + 1
Fit to Page	Ctrl + 0
Fit Width	Ctrl + 2
Fit Visible	Ctrl + 3
Rotate Clockwise	Ctrl + Shift + Plus
Rotate Counterclockwise	Ctrl + Shift + Minus
Reset Toolbars	Alt + F8
Show/Hide Toolbars	F8
AutoScroll	Ctrl + Shift + H
Stop AutoScroll	ESC
Reverse View	F11
Show or hide Menu Bar	F9
Switch between tabs	Ctrl + Tab
View file in read mode	Ctrl + H
Bold the text	Ctrl + B
Italic the text	Ctrl + I
Preview page by page in Print Preview	Page Up/Down
Move to the first preview page in Print Preview	Ctrl + Home
Move to the last preview page in Print Preview	Ctrl + End
Go to Page	Ctrl + G
First Page	Ctrl + Home
Previous Page	Ctrl + Page Up
Next Page	Ctrl + Page Down
Last Page	Ctrl + End
Previous View	Alt + Left
Next View	Alt + Right
Marquee Zoom	Alt + 5
Read Current Page	Ctrl + Shift + V
Read from Current Page	Ctrl + Shift + B
Stop	Ctrl + Shift + E

Rulers	Ctrl + R
Show or hide Navigation pane	F4
Start Page	Ctrl + Alt + S

Edit Keys

Result	Shortcut
Copy	Ctrl + C, or Ctrl + Insert
Cut	Ctrl + X
Paste	Ctrl + V
Undo (Undo an action)	Ctrl + Z
Redo (Redo or repeat an action)	Ctrl + Shift + Z
Select All (Select all items in a document or window)	Ctrl + A
Add Bookmark	Ctrl + B
Preferences	Ctrl + K
Go to fillable field by tab order	Tab
Go to fillable field by tab in reversed order	Shift + Tab

Commenting Text Tool Keys

Result	Shortcut
Copy	Ctrl + C
Highlight	Ctrl + Shift + L
StrikeOut	Ctrl + Shift + T
Underline	Ctrl + Shift + U
Squiggly	Ctrl + Shift + Q
Replace	Ctrl + Shift + R

Note: These shortcuts are only available when you have selected text with Commenting Text Tool.

Tool Keys

Tool	Shortcut
Hand Tool	Alt + 3

Zoom Out Tool	Alt + 4
Zoom In Tool	Alt + 5
Select Text	Alt + 6
Snapshot	Alt + 7
Typewriter	Alt + 8
Find Text (Open the Navigation task pane to search document.)	Ctrl + F
Find Next	F3
Find Previous	Shift + F3
Search	Ctrl + Shift + F

Document Keys

Result	Shortcut
Page Down	Space
Page Up	Shift + Space
Expand the selected area to the next character on the right	Shift + Right
Expand the selected area to the next character on the left	Shift + Left
Expand the selected area to the end of a word	Ctrl + Shift + Right
Expand the selected area to the beginning of a word	Ctrl + Shift + Left
Expand the selected area to the end of a row	Shift + End
Expand the selected area to the beginning of a row	Shift + Home
Expand the selected area next Row	Shift + Down
Expand the selected area previous Row	Shift + Up
Expand the selected area to the beginning of a document	Ctrl + Shift + Home
Expand the selected area to the end of a document	Ctrl + Shift + End
Move left by a character	Left
Move right by a character	Right
Move left by a word	Ctrl + Left
Move right by a word	Ctrl + Right

Move up by a row	Up
Move down by a row	Down
Move to the end	End
Move to the beginning	Home
Move to the top of next page	Ctrl + Page Down
Move to the top of previous page	Ctrl + Page Up
Move to the end of the document	Ctrl + End
Move to the beginning of the document	Ctrl + Home

Help Keys

Result	Shortcut
Help	F1

Command Lines

Here are some command lines that can be used to Foxit PhantomPDF:

```
<Reader Path> [/register] | [PDF Path] [/pwd]  [/A [...] [...] ...]   | [/pwd] [/p | /t <PDFPath> [Printer]]
```

Command	Result
-Register	Set Foxit PhantomPDF as default reader.
-pwd<password>	Input the password of the protected PDF documents.
/p <PDF path>	Print the document with default printer
/t <PDF Path> [Printer]	Print the document with designated printer
<PDF Path> /A [...][...]..	Open a PDF document with a command to exactly specify what to display and how to display

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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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