

# **User Manual of Foxit WebPDF Reader**

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# Chapter 1- Introduction

## About this document

This document will guide you on using the Foxit WebPDF Reader for viewing a PDF file in the file library in SharePoint.

## Foxit WebPDF for SharePoint overview

Foxit WebPDF for SharePoint is a document library extension product for SharePoint. Product installation and configuration can be done by administrators in a SharePoint environment. End users can view PDF files online, within a browser, without any PDF viewer application or browser plug-in installed locally.

Foxit WebPDF Reader provides common PDF viewing features, such as zoom, text selection, and search. In the new version, it allows users to edit kinds of annotation and keep it as a standard PDF object that can be continuously edited in PDF application. Users can also distribute PDF form file and collect PDF form data with Web Reader.

SharePoint administrators can enable/disable watermark, download, print, text selection and other features to restrict access for sensitive content.

## Version List

Product version: 1.0 Oct. 2013

Product version: 1.0.1 Dec.20 2013


Product version: 2.0 Apr. 2014

Product version: 2.0.1 Jan. 2015

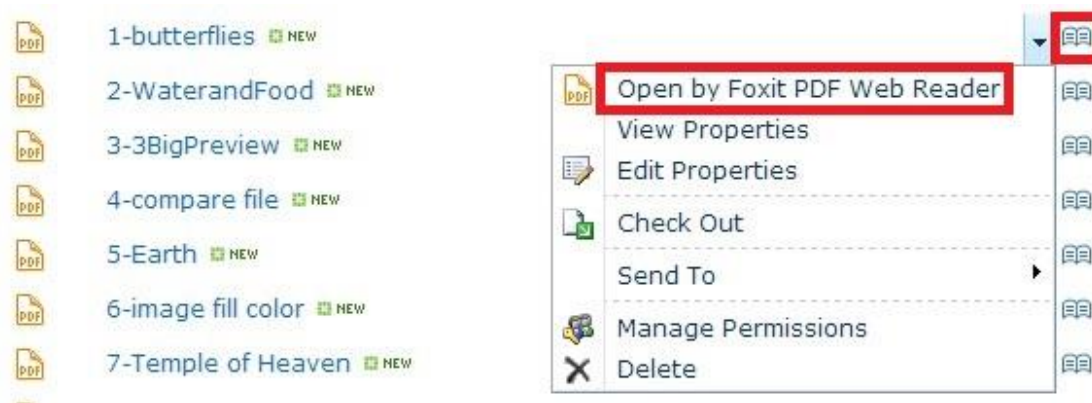
# Chapter 2- Get Started

After the administrator deploys the Foxit WebPDF Reader into SharePoint, the SharePoint user can open the PDF file in the file library via the Web Reader browser.

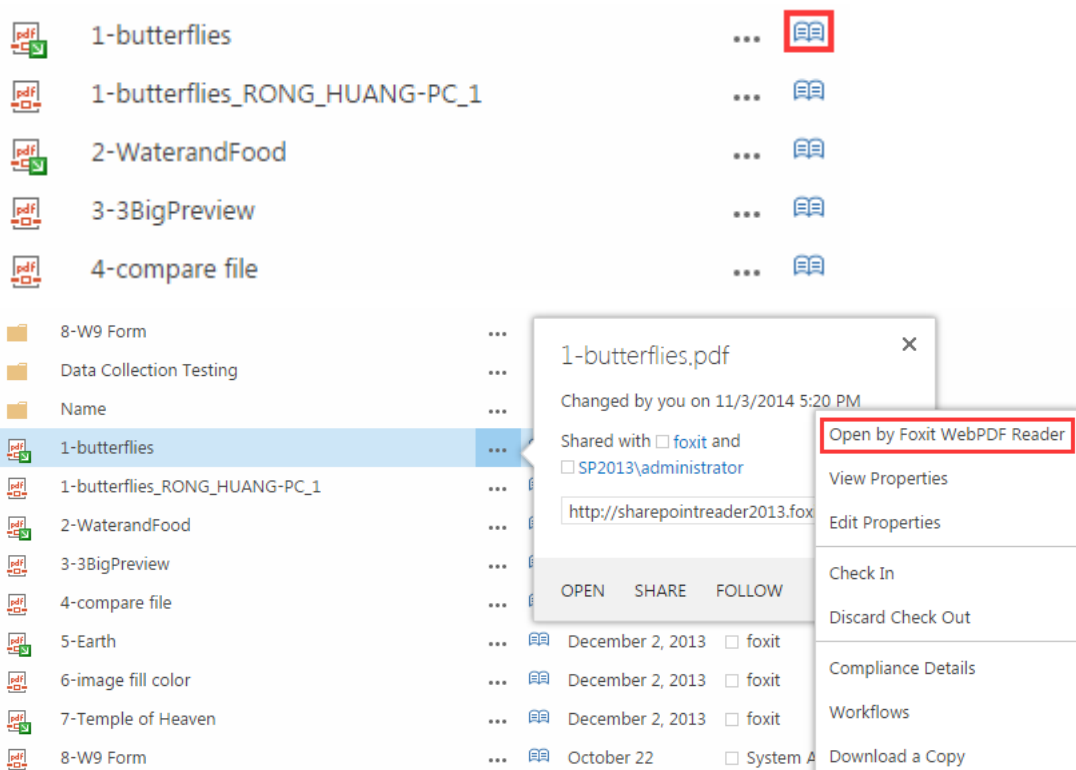
## Open a PDF file in file library

Go to the file library, click the pop-up menu and then select "Open by Foxit WebPDF Reader", or just click the button .

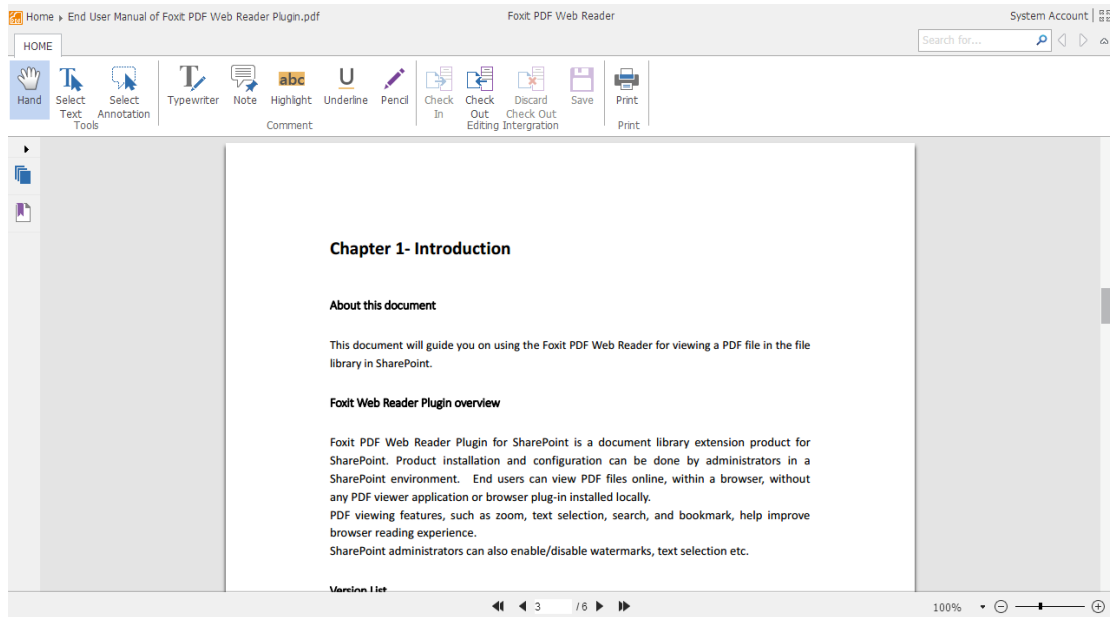
SharePoint 2010



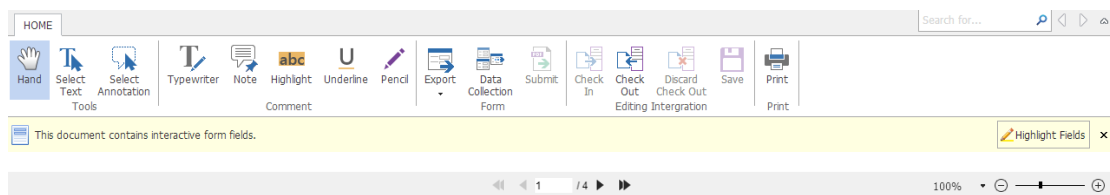
### SharePoint 2013



And then the file will be opened in a new window, as shown below:



## Toolbar



On the top and bottom of the WebPDF Reader window, there is a toolbar. Below are the functions of each button.

## Tools



**Hand tool:** To move the page, select the Hand tool, and then right click and drag the mouse to move page.



### Text selection tool:

Select a word: Double click the word you want to select.

Select a line of text: Click and drag the cursor over the line of text you want to select.

**Copy text:** After selecting the text, a Copy button will pop up. Click the button to copy the selected text into the clipboard. Please note that there are different security limitations for different browsers, and that you may be prompted to copy the text manually in some browsers.

## Comment

Users can add a comment to express a personal opinion. WebPDF Reader provides the following comment tools.



**Annotation Selection Tool:** Select an annotation to view, edit or delete.



**Typewriter Tool:** Acts as a machine to produce text on PDFs by manually pressing keys consecutively on a keyboard. You can use the Typewriter Tool to add comments anywhere on a PDF, which doesn't appear as annotations.



**Note Tool:** A note comment has a note icon that appears on the page and a pop-up note for text message. The message box could be resized and will wrap when you enter much more text.



**Highlight Text Tool:** To mark important passages of text with a fluorescent (usually) marker as a means of memory retention or for later reference.



**Underline Text Tool:** To draw a line under to indicate emphasis.



**Pencil Tool:** To draw free-form shapes.

## Forms

WebPDF Reader supports to fill AcroForm PDF file, and then export the form data to local disk. And a more practical function is that Web Reader allows to distribute the AcroForm file and then collect form data back to server.

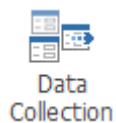


**Export Tool:** To export the form data. There are 2 export data formats supportable:

FDF: Export the form data in FDF format, which can also be imported as a PDF file.

XML: Export the form data in XML format, which can also be imported as a PDF file.

Please note that Web Reader only supports AcroForm currently (XFA format is not supportable).



**Data Collection Tool:** Use the Data Collection Tool, user can distribute a PDF AcroForm file, and then collect the submitted form data into a specified folder. To manage the form distribution, click the “Data Collection” menu, and then user can control the PDF form file between “Open Collection” status and “Close Collection” status.

**Open Collection:** If a form is in Open status, all the users who get the form link, can open the form, fill out the form, and submit the form data.

**Close Collection:** If a form is in Close status, users cannot submit new form data.

A screenshot of the "Form data collection" dialog box. It has a title bar with a close button (X). Inside, there's a yellow bar with a green checkmark icon, the text "Status: Open", "Collected form number: 0", and a "Closed Collection" button. Below this, there's a "Form URL:" label and a text box containing "http://192.168.1.167/my/\_layouts/Foxit.WebReader.Sha". At the bottom, there's a "Check the form data:" label and a text box containing "Test/Form/Form\_System Account\_20140414112321/".

Form data collection		X
	Status: Open	Collected form number: 0
		Closed Collection
Form URL:	<input type="text" value="http://192.168.1.167/my/_layouts/Foxit.WebReader.Sha"/>	
Check the form data:	<input type="text" value="Test/Form/Form_System Account_20140414112321/"/>	

The submitted data will be saved as a PDF file into a folder which shares the same path with the PDF form file in SharePoint library. (As shown below)

Type	Name	Modified
	8-W9 Form	4/15/2014 12:07 PM
	1-butterflies	4/14/2014 9:58 AM
	8-W9 Form	4/14/2014 9:59 AM
	3-3BigPreview	4/14/2014 9:59 AM



**Submit Tool:** To submit the current form data to the server. After submission, the server will receive a new copy of form data for the current document.

### Version Control

To edit (add/edit/delete the comment) a PDF file, users should check out the file firstly. Only one person can edit a file at a time.



**Check In Tool:** Check in the current document to SharePoint. After being checked in, the file will be unlocked, and the new editing will be saved in the server.



**Check Out Tool:** Check out this document from the library. After being checked out, the file will be locked. And only the check-out user can edit the annotation of the file.



**Discard Check Out Tool:** Check in a document that you currently have checked out, discarding any changes you have made.



**Save Tool:** Save comments that you have added to a document. User should check in the document, all the saved comment will be saved to server, and then other users can see the updated file.



**Print Tool:** Send the document to an inkjet or laser printer and print it out with custom page sizes. Please note that, since the document is in the server, WebPDF Reader will download the printing data and then print.



**Page turning:** Use this set of buttons to turn the page. From left to right, the 4 buttons will direct you to the first page, the previous page, the next page, and the last page. The current page number being viewed will be displayed in front of the total number of pages in the document.



**Magnification tool:** use this set of buttons to change the magnification level of the document. There are 7 levels: 50%, 75%, 100%, 125%, 150%, 200%, and fit width.




**Search:** Type the text into the search bar, and then press “Enter” to begin search. Click the right arrow or press “Enter” button to search for more text. Click the left arrow to find the previous text selected.





**Form:** Selecting the highlight tool will make all the form fields highlighted, which will make it easier for the user to see.

## Navigation Panel

Read with Bookmark: To jump to a topic using bookmarks, click the Bookmark button  on the left navigation panel. And then click the specified bookmark you want to go to.

Read with Page Thumbnail: To jump a page with page thumbnails, click the page Thumbnails button



on the left navigation panel and click its thumbnail.

## Contact us

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

E-mail:

Sales and Information - [sales@foxitsoftware.com](mailto:sales@foxitsoftware.com)

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Technical Support - [support@foxitsoftware.com](mailto:support@foxitsoftware.com)

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