User Manual

Foxit PDF Creator Toolbar

For Windows

Foxit

Microsoft
GOLD CERTIFIED
Partner

Contents

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DESKTOP AND SERVER SOFTWARE APPLICATIONS

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Chapter 1 – Introduction

Foxit PDF Creator Toolbar is a free, small, fast and accurate plug-in which is powered by Ask Partner Network. It enables users to conveniently and efficiently convert any type of printable Windows document, including DOC, XLS, PPT, TXT, JPEG and even HTML, to reliable PDF files while retaining the look and feel of the original documents. It supports Windows XP/Vista/7 and is compatible with PDF standard 1.7.

Features

Here is a list of key features Foxit PDF Creator Toolbar offers:

➢ Create PDFs for free with one click on the toolbar;

➢ Convert most common office files and images (DOC, XLS, PPT, HTML, TXT, JPEG, BMP, GIF, etc…) into PDF files;

➢ Enable accurate and efficient PDF displaying and processing;

➢ Support embedding Windows fonts;

➢ Support image resolution up to 2400 DPI;

➢ Support transparent imaging module;

➢ Reduce file size in the resulted PDFs for many documents;

➢ Simplify the PDF creation procedure and save time;

➢ Freedom to set page margins and orientation when printing to Foxit PDF Printer;

➢ Easily installed: everything is installed within minutes;

➢ Comply with PDF 1.3 and above specification.

Chapter 2 – Installation & Uninstallation

This chapter describes the system requirements and installation of Foxit PDF Creator Toolbar.

The following sections are included:

- System Requirements

- Installing Foxit PDF Creator Toolbar

- What Happens to Your System after Installation

- Uninstalling Foxit PDF Creator Toolbar

System Requirements

➢ At least 32MB RAM

➢ Windows XP/Vista/Windows 7

➢ Supports IE and Firefox

➢ [Foxit PDF Reader](#) installed to view generated PDF files

Installing Foxit PDF Creator Toolbar

Before you install the PDF Creator Toolbar, log into Microsoft Windows with an Administrator privilege. Foxit PDF Creator Toolbar installs as a plugin in your browser. Download the setup program file from the Foxit website, named "FPCreatorToolbar.exe" onto your own PC and do the followings:

1. Double click the "FPCreatorToolbar.exe" file, and the Setup Wizard will pop up, click **Next** button to continue.
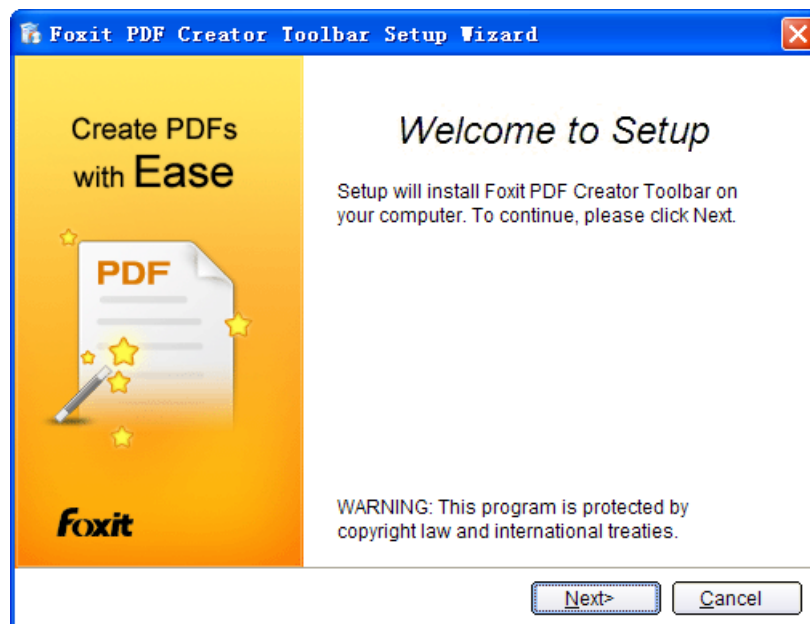
2. Please read the license terms in the table, then click "**I agree**" to continue installing.
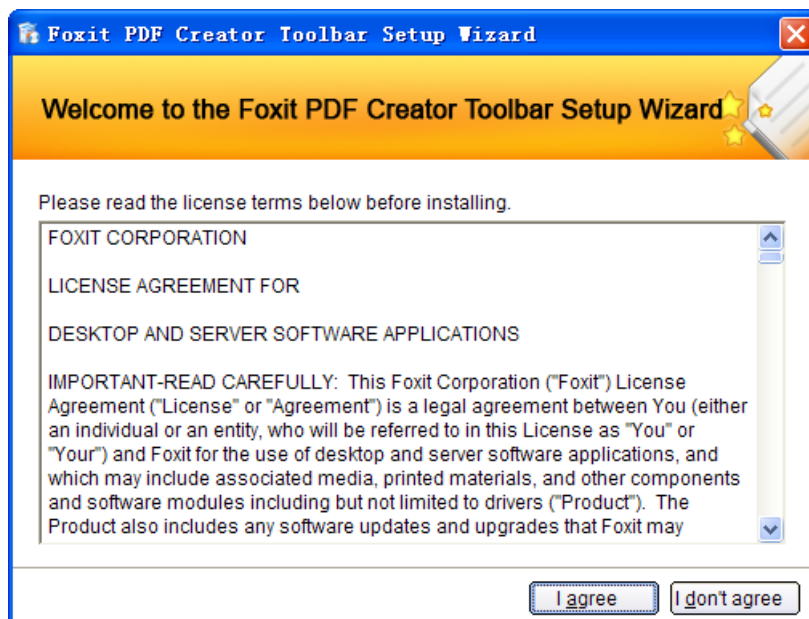
3. You can decide whether to select the settings of "Make Ask my browser default search provider" and "Set Ask.com as my homepage" or not. Please read the Ask License Terms and Privacy Policy, and then click Next to continue.

4. In this step, there are two installation types, please select one type and press the button.
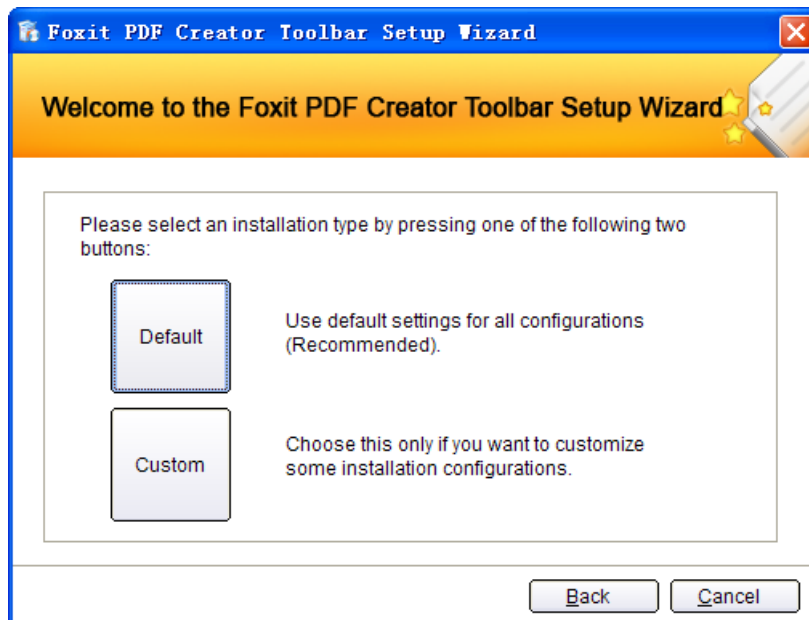
5. If уоu select "**Default**", it will finish Foxit PDF Creator Toolbar setup by the default setup configuration that Foxit has preset for the installation.
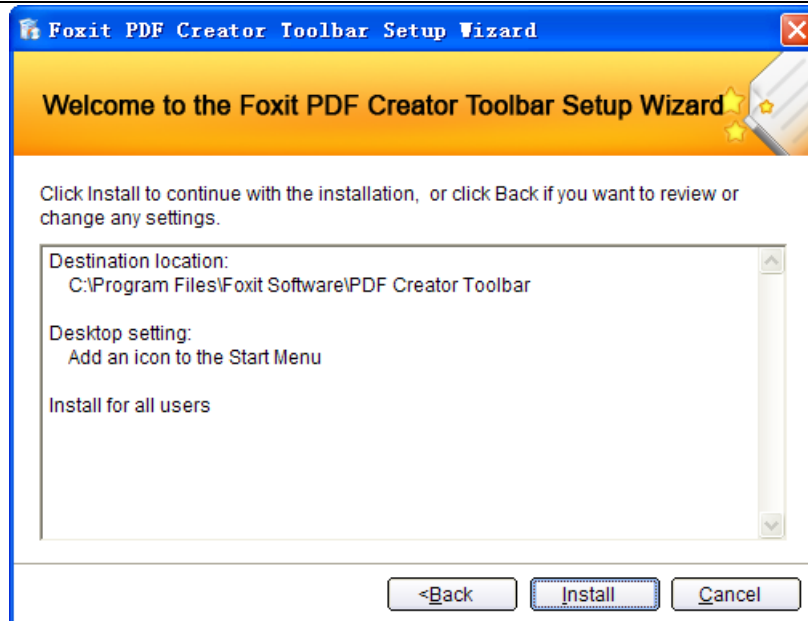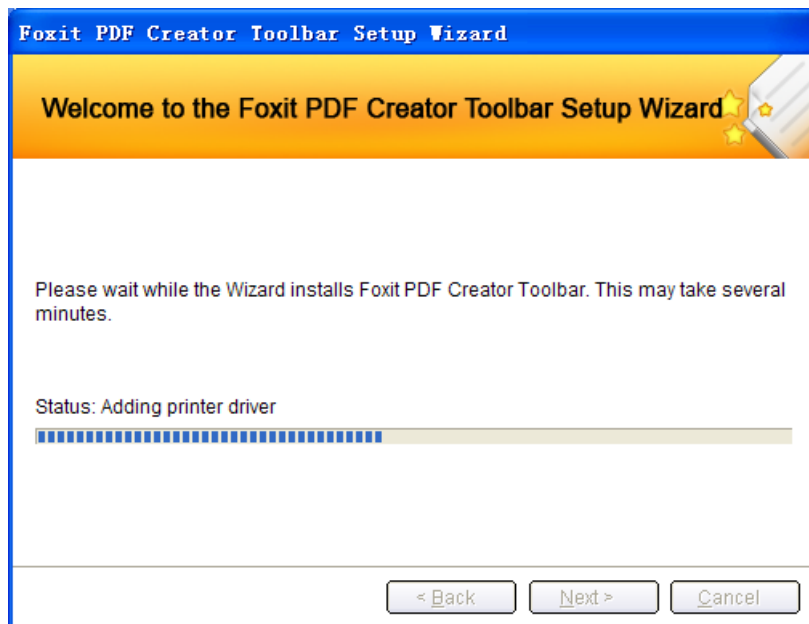
6. If you select "**Custom**", you can **Browse** your PC to change the destination folder. After selected, click **Next** button to continue the installation.
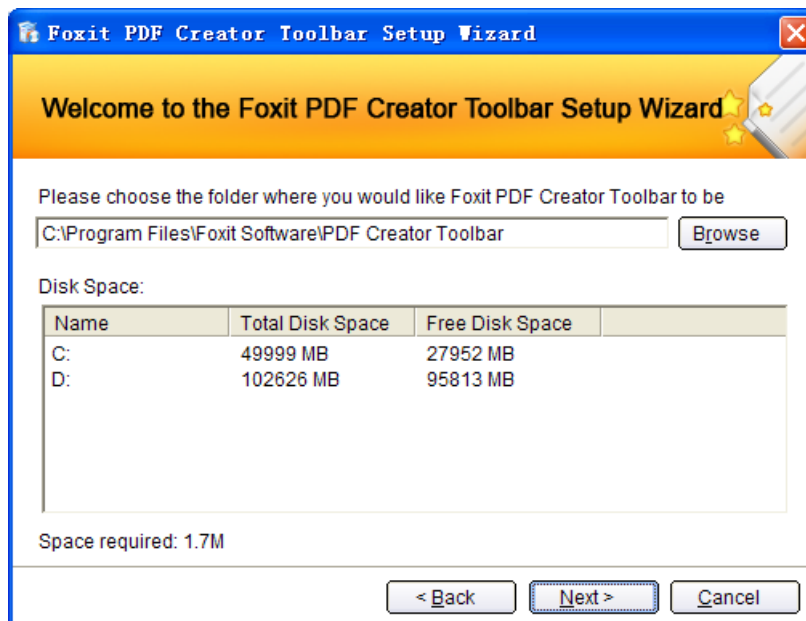
7. Settings: you can decide whether to select the settings of "Add an icon to the Start Menu" or not. And then click **Next** to continue.
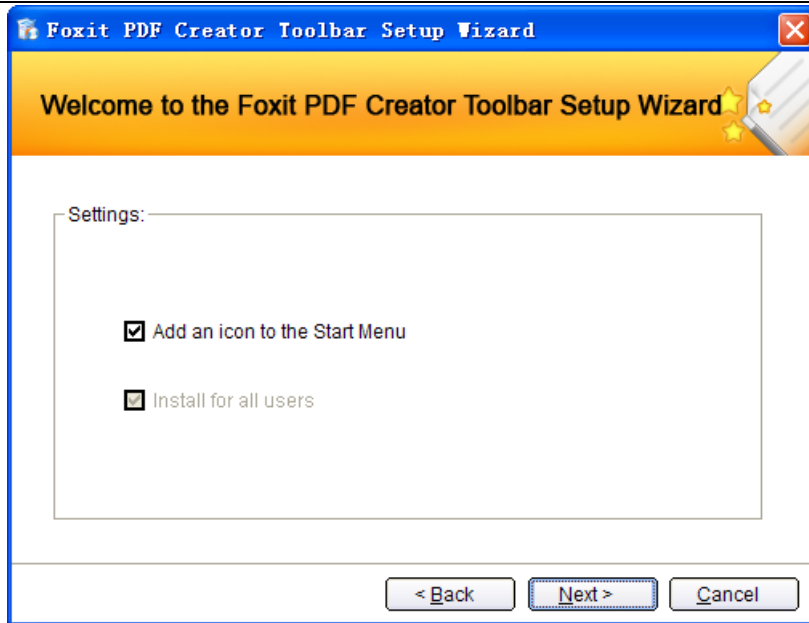
8. In this step, you will see the progress of the installation. It just takes a few minutes to finish.

9. When the install of PDF Creator Toolbar is complete you will shown this setup is complete window. Click Finish to continue.

10. If you have installed "Ask Partner Network Toolbar" before installing Foxit PDF Creator Toolbar, **a** warning message window will pop up. Please click "**Exit**" to cancel the installation or uninstall the existing ask toolbar manually and then click "**Retry**" to continue the installation.
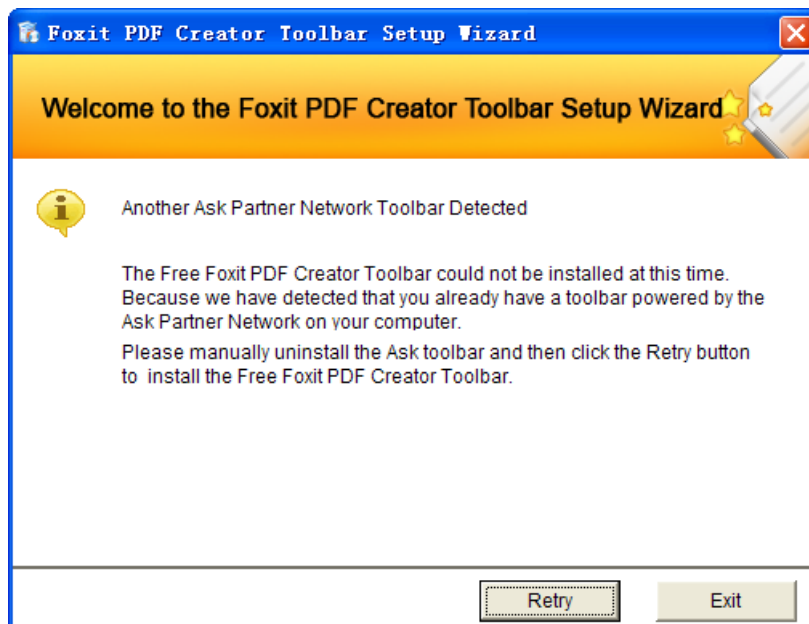
What Happens to Your System after Installation

Congratulations! You have installed the Foxit PDF Creator Toolbar successfully. Now let's see what has happened to your system.

● Open your browser; you can see the "Create PDF" button on the toolbar.. The "Create PDF" button will allow you to create PDF's for free with one click.

● Open "Start Menu->Programs", you can see the "Foxit PDF Creator Toolbar" group with an uninstall program.

● Open "Control Panel"->"Printers and Faxes", you can see the Foxit PDF Creator Toolbar is added with the name "Foxit PDF Toolbar Printer". See the following figure.
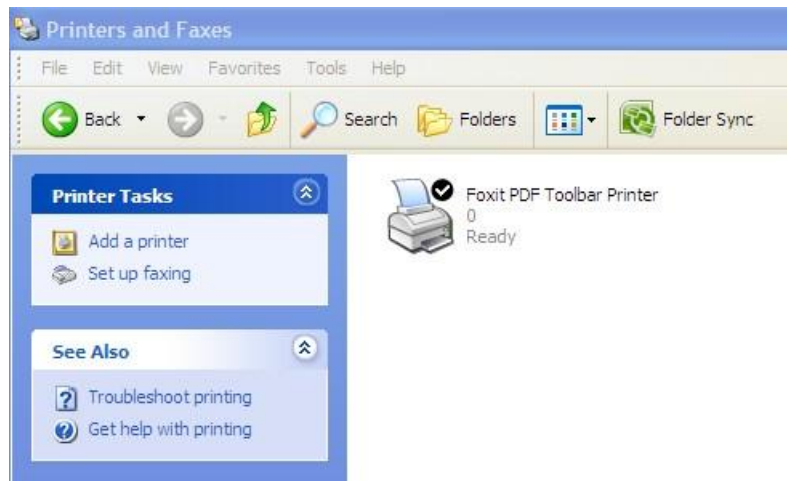
NOTE: *You cannot print your document to PDF from MSWord. You will get a warning message once you click "Print" from the File menu in MSWord.*
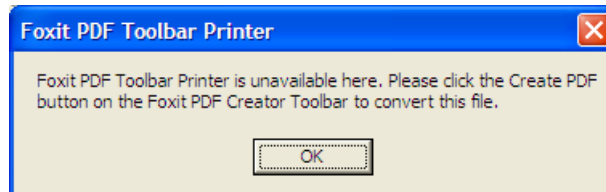
Uninstalling Foxit PDF Creator Toolbar

To uninstall Foxit PDF Creator, you can do one of the following:

✓ Double click the file "uninstall.exe" under the Foxit PDF Creator Toolbar installation directory.

✓ Go to Start> Programs>Foxit PDF Creator Toolbar> Uninstall.

NOTE:

- *This operation is only to uninstall the PDF Printer driver without uninstalling the Ask Toolbar.*
- *If you want to uninstall the Ask Toolbar, you need to go to the Control Panel to uninstall it manually. Please make sure your browser is closed before uninstalling the Ask Toolbar.*
- *If you uninstall the Ask Toolbar without uninstalling the PDF Toolbar Printer, the PDF creator driver will also be unavailable.*

Chapter 3 - Settings for PDF Creation

This chapter helps you access PDF Printing Preferences to set up options for your PDF files.

This chapter contains the following sections:

- Overview

- General

- Layout

- Fonts

- About

Overview

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 your PDF Preferences:

Accessing the PDF Printing Preferences from Windows Notepad

Open a .txt file, and select **File > Print > Preference**.

Accessing the PDF Printing Preferences from Microsoft Office Documents

- Open a Microsoft Office document, and select **File > Print > Properties**.

General

- **Overwrite existing PDF file without confirmation**

By default, this option is checked. If you don't want your files to be overwritten without any prompt, you can uncheck this option.

- **Open the PDF file after converting**

By default, this option is checked. If you do not want the generated PDF file to be opened automatically after conversion, you can uncheck this option.

- **Compress images using lossy algorithm**

This option is checked by default. It allows you to reduce the image size with lower quality when generating PDF files. It's checked by default.

- **Merge small images if document includes a lot of images**

This option is checked by default. It allows you to merge small images into one image and reduce the image size.

- **Image Resolution**

This option allows you to input a DPI (dot per inch) level for image resolution. The valid level value is between 72 -300.

- **Save As Default**

If you wish for your changed settings to be applied to all documents, you must keep this option checked. If you uncheck it, your settings will be effective for the current document only.
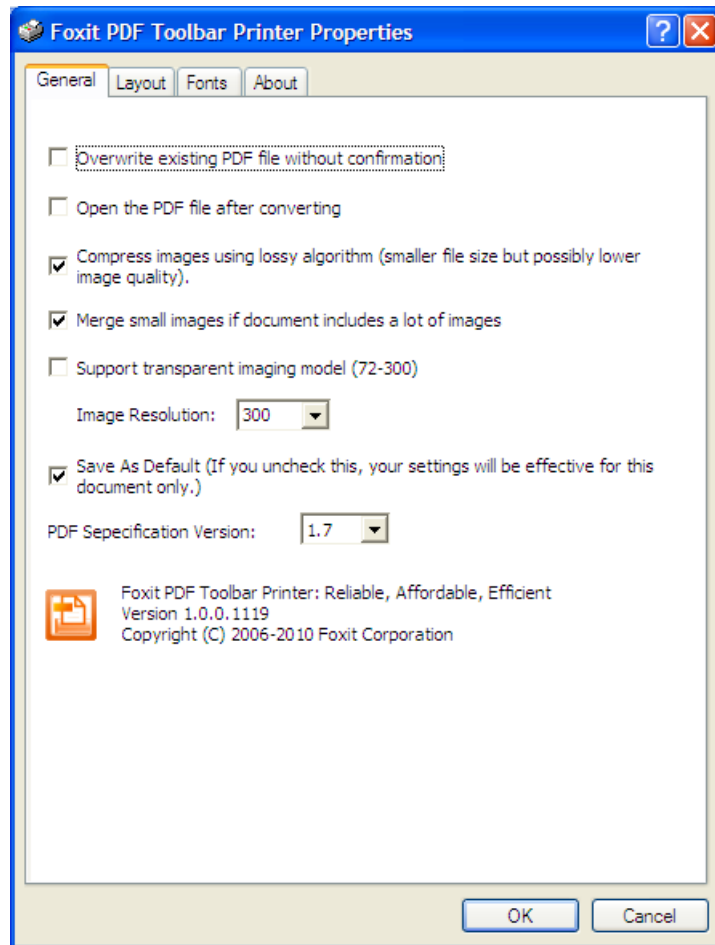
General Page

Layout

- **Page Form**

This option allows you to choose 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**.
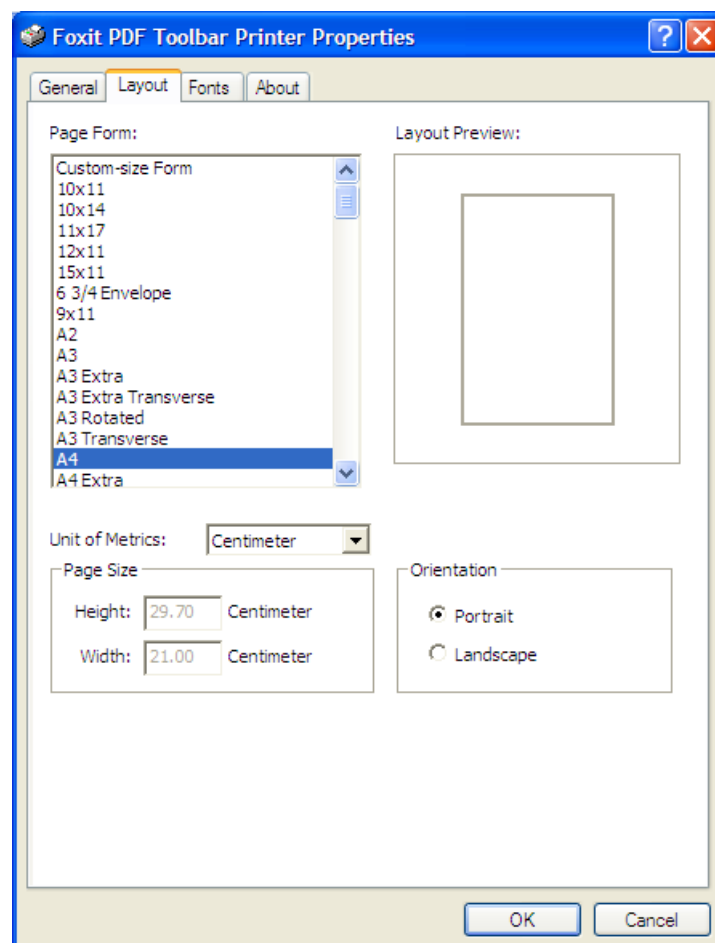
- **Unit of Metrics**

This option allows you to change the unit of measurement, including inch, centimeter and millimeter.

- **Page 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.

- **Orientation**

This option allows you to change the page orientation, Portrait or Landscape.

Layout Page

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-based 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.
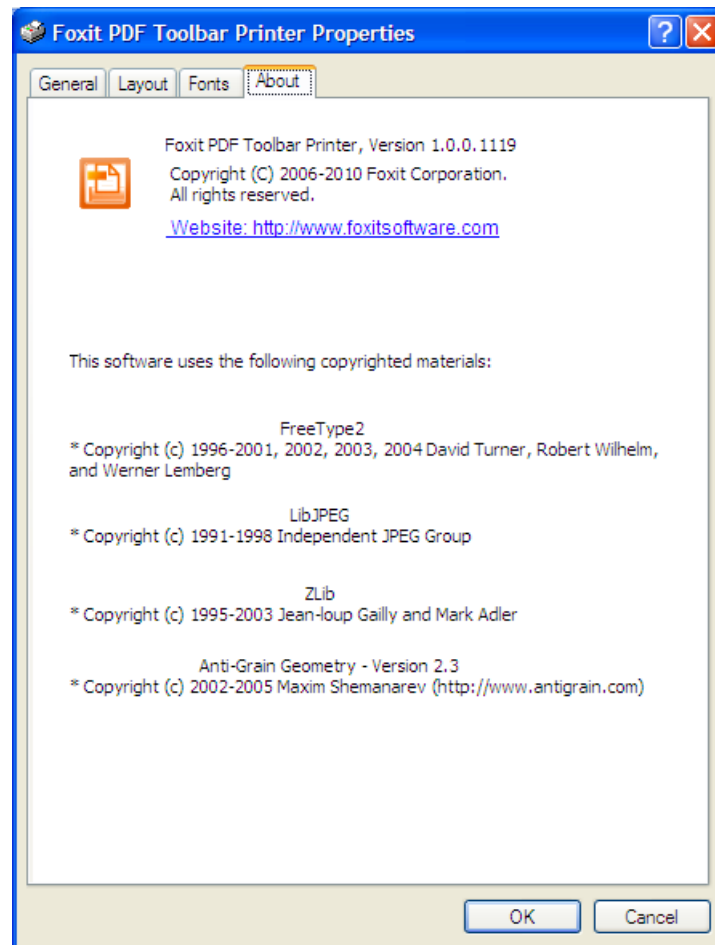
- **Don't embed any fonts**

All fonts in the embedding list will be unchecked when this option is selected. When you read the created PDF files, fonts installed on your OS will be used.
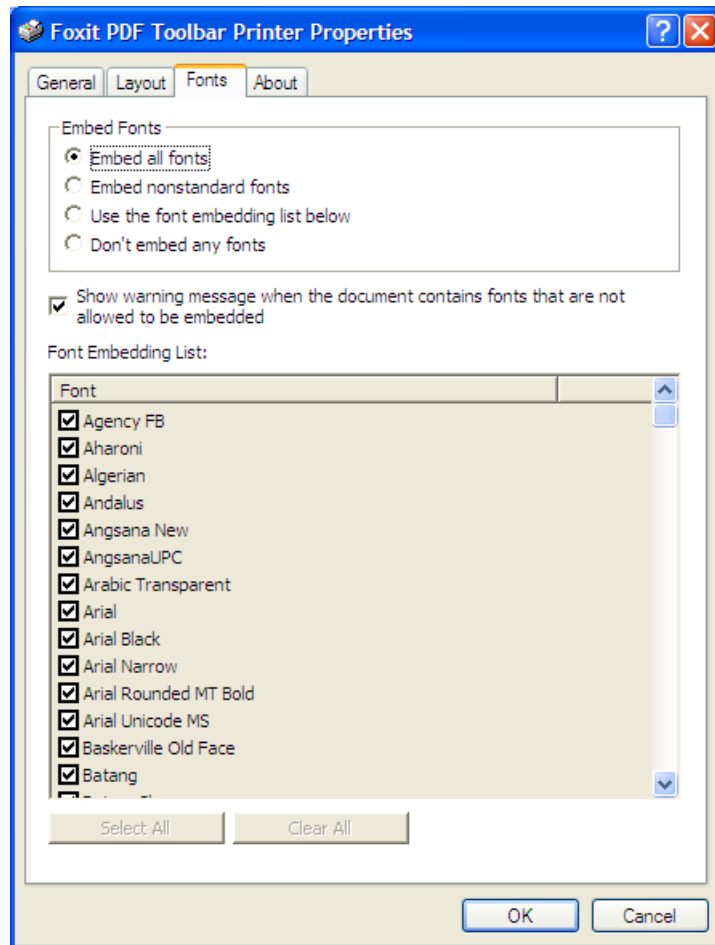
Font Page

About

This tag displays the version number and related copyright information.

About Page

Chapter 4 – Using Foxit PDF Creator Toolbar

This chapter gives a short overview on how to generate accurate PDF files in seconds while retaining the original layout of documents.

The following sections are covered:

- [To create PDF files](#)
- [Creating PDF files from different file formats](#)

To create PDF files

Foxit PDF Creator Toolbar works as a plug-in in your browser, so you can use it to create PDFs for free with one click on the toolbar. Make sure that after installing The Creator Toolbar, you see a "Create PDF" button on your browser toolbar and a printer in the "Printers and Faxes" with the name "Foxit PDF Toolbar Printer ".

1. Open your web browser, and click the **Create PDF** button on the toolbar;

2. Select a file from the select files window , and click the **Open** button;

3. You will be prompted to specify the name of the PDF file and where to save to. Simply assign the PDF filename, select a folder location, and click the **Save** button.

4. You will see a creating progress bar, when it's done, the PDF will be automatically opened.

NOTE: *To open the PDF file,* you *need a PDF reader program in* you*r system, like "Foxit PDF Reader."*

Creating PDF Files from Different File Formats

Windows Notepad

1. Click **Create PDF** button on the browser toolbar;

2. Select a .txt file from the select files window, and click the **Open** button;

3. A dialog box will pop up for you to specify the folder and file name of the PDF document to be generated, after you are done, click **Save** button.

4. A progress bar will appear, when it's done, the PDF will be automatically opened.

Microsoft Word

1. Click **Create PDF** button on the browser toolbar;

2. Select a .doc file from the select files window, and click the **Open** button;

3. A dialog box will pop up for you to specify the folder and file name of the PDF document to be generated, after you are done, click **Save** button.

4. A progress bar will appear, when it's done, the PDF will be automatically opened.

NOTES:

- You will not be able to migrate Hyperlink and Bookmarks styles from MSWord to PDF output by using Foxit PDF Creator Toolbar.
- If MSWord 2000 or later is not available in your machine, you will not be able to convert MSWord to PDF.
- Foxit PDF Creator Toolbar itself doesn't generate bookmarks or hyperlinks. It just converts the bookmarks and hyperlinks that you created in MSWord to PDFs. For how to generate bookmarks and hyperlinks, you should refer to MSWord help.

Microsoft Excel

1. Click **Create PDF** button on the browser toolbar;

2. Select an .xls file from the select files window, and click the **Open** button;

3. 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.

4. A progress bar will appear, when it's done, the PDF will be automatically opened.

NOTE:

- You will not be able to print multiple worksheets in a single Excel workbook to a single PDF file.
- If MSExcel 2000 or later is not available in your machine, you will not be able to convert MSExcel to PDF.

Internet Explorer

1. Run your Windows web browser;

2. Open and save the web page to be converted;

3. Click **Create PDF** button on the browser toolbar;

4. Select the .html file you saved from the select files window, and click the **Open** button;

5. 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 **the Save** button;

6. A progress bar will appear, when it's done, the PDF will be automatically opened.

Contact Us

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

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