
Foxit Reader 1.1 for Linux

User Manual



Microsoft® Partner
Gold Independent Software Vendor (ISV)

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Anti-Grain Geometry -Version 2.3

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Chapter 1 – Overview

Foxit Reader is a PDF document viewer with an incredible small size but rich with features. It launches very quickly and is the absolute choice for PDF users. It provides the significant features to empower PDF document users with several options to read their PDF such as the Zoom function, Navigation tools, Bookmarks, Thumbnails, Text Selection Tool, Snapshot, Full Screen and so on.

This chapter contains the following sections:

- Why Foxit Reader
- Foxit Reader Features
- Using Foxit Help

Why Foxit Reader?

- **Incredibly small**

The download size of Foxit Reader and the Memory use are both very small.

- **Breezing-fast startup**

When you run Foxit Reader, it launches instantly without any delay. Opening a book takes less than 3 seconds.

- **Multi-language UI support**

Foxit Reader has been enhanced to support multi-language UI. The user interface can be displayed in English, Simplified/Traditional Chinese, German, French and Japanese.

- **High security and privacy**

Foxit Reader highly respects the security and privacy of its users and will never connect to the Internet or open protected documents without the users' permission.

- **Numerous functions**

You will notice that Foxit Reader offers excellent quality of performance in applications.

Foxit Reader Features

- **Rotation**

Enables users to rotate clockwise or counterclockwise book screen by 90-degrees increments.
- **Page move**

Enables users to use navigational tools to move forward/backward, or move to a particular page through a multipage PDF.
- **Text Selection Tool**

The Text Selection tool lets you select horizontal/vertical text or columns of text in a PDF. The selected text will be automatically copied to clipboard and pop up a prompt message box.
- **Snapshot Tool**

Enables users to copy/paste individual images as well as text, from a PDF to the clipboard, to other files and applications. Text and images are copied as an image.
- **Search PDF**

You can search special text you want to find in a PDF. The searched items will be highlighted and you can click "Find Again" or press "F3" to continue search.
- **Work with friendly bookmarks and thumbnails**

The navigation panel on the left side helps you browse through the PDF, which displays two navigation panels, bookmarks, and page thumbnails panels. This allows users to jump to a specific place in the document with bookmarks or page thumbnails.
- **Full Screen mode**

In Full Screen mode, the document pane fills the entire screen, with Menu Bar, Toolbar, Status bar, Bookmarks and Page thumbnails hidden. But it provides a fixed toolbar which supports basic page view function such as: rotation, zoom in/out, etc.
- **Support hyperlinks**

Support internal and external hyperlinks. Click links with the hand tool to take you to another location in the current document, another PDF document, or even to other websites.
- **Zoom**

Zoom In/Out changes document magnification by preset levels. "Zoom" changes the page view by the percentage you type in or selecting from pop-up menu.
- **Automatically Scroll**

View documents without using mouse actions or keystrokes while still being able to choose different scroll modes such as continuous scroll, time-lapse scroll. Moreover, you can press Shift key while scrolling mouse wheel to control speed.
- **Text View**

Preview the whole text contents from a PDF file in Foxit Reader.
- **Optimized Rendering**

Supports progressive rendering and significantly reduces the response time from the user interface events.
- **Previous view/Next view**

You can go back or forward one view at a time by pressing the Previous view or Next view button.

- **Save as**

This option allows you to save a copy of any PDF document.

- **Anti-aliasing**

This option enhances the print quality with the anti-aliasing feature under Postscript output format.

- **Font family selection list**

Enables users to display the documents with any kind of fonts in your font family selection list. (Available for Chinese/Japanese/Korean font display)

- **History review**

When a document is closed, its current state is stored, such as orientation, current page and position, and scaling. The state will be restored once this file is opened again.

- **On-screen dictionary integration**

Automatically connects to a dictionary program you installed and display the meaning of the words in a pop-up note box while selecting the word in your document.

Using Foxit Help

This help document is divided into major categories reflected in the contents shown in Table of Contents. The contents bar can be used to navigate help by clicking on a topic.

This manual consists of 6 chapters. To browse the topic you are interested in, please do one of the following:

1. Move to Table of Contents, click one of the topics you are interested in, the page about this issue will be displayed.
2. Click the item in the bookmarks panel to your desired topic.

If you have trouble finding help for a particular topic or the help provided is not sufficient, send an email to support@foxitsoftware.com and our support team will contact you. Your feedback helps us to improve our documentation so we welcome your input.

We also provide Ticket Support for users, so users can use it faster and more efficiently to get an immediate response to your question/bug report/ suggestion/comment from Foxit software.

Choose Help >  Ticket Support...

If you want to know more about Foxit Software and learn more Foxit products, please visit the Foxit Software website: www.foxitsoftware.com, or you can choose Help > Foxit Software Home Page.

Update from the Help Menu

Foxit Software provides free updates for Foxit Reader to help you to get a better PDF experience. You may choose to stay with the old version or upgrade to the new version. If you decide to configure and run Software Update, please read below.

1. Choose Help >  Check Update.
2. Download and upgrade your Foxit Reader
3. Install the update.
4. Re-run the program to implement the update.

Chapter 2 – Getting Started

This section gives you an overview of Foxit Reader, including the following sections:

- Installation and Uninstallation
- Work Area
- Customizing the Work Area
- Viewing PDF Properties

Installation and Uninstallation

To install this application, please follow these steps:

RPM Package

This is for those who are using the Linux version such as fedora, openSuse or RHEL.

Please use the root account on terminal to execute the below command for installation.

```
rpm -ivh FoxitReader-1.1-0.fc9.i386.rpm
```

Please use the root account on terminal to execute the below command for uninstallation.

```
rpm -e FoxitReader
```

DEB Package

This is for those who are using the Linux version such as ubuntu or debian.

Please use the root account on terminal to execute the below command for installation.

```
dpkg -i FoxitReader_1.1.0_i386.deb
```

Please use the root account on terminal to execute the below command for uninstallation.

```
dpkg -r FoxitReader
```

BZ2 Package

This is for those who are using the linux version which is not mentioned above.

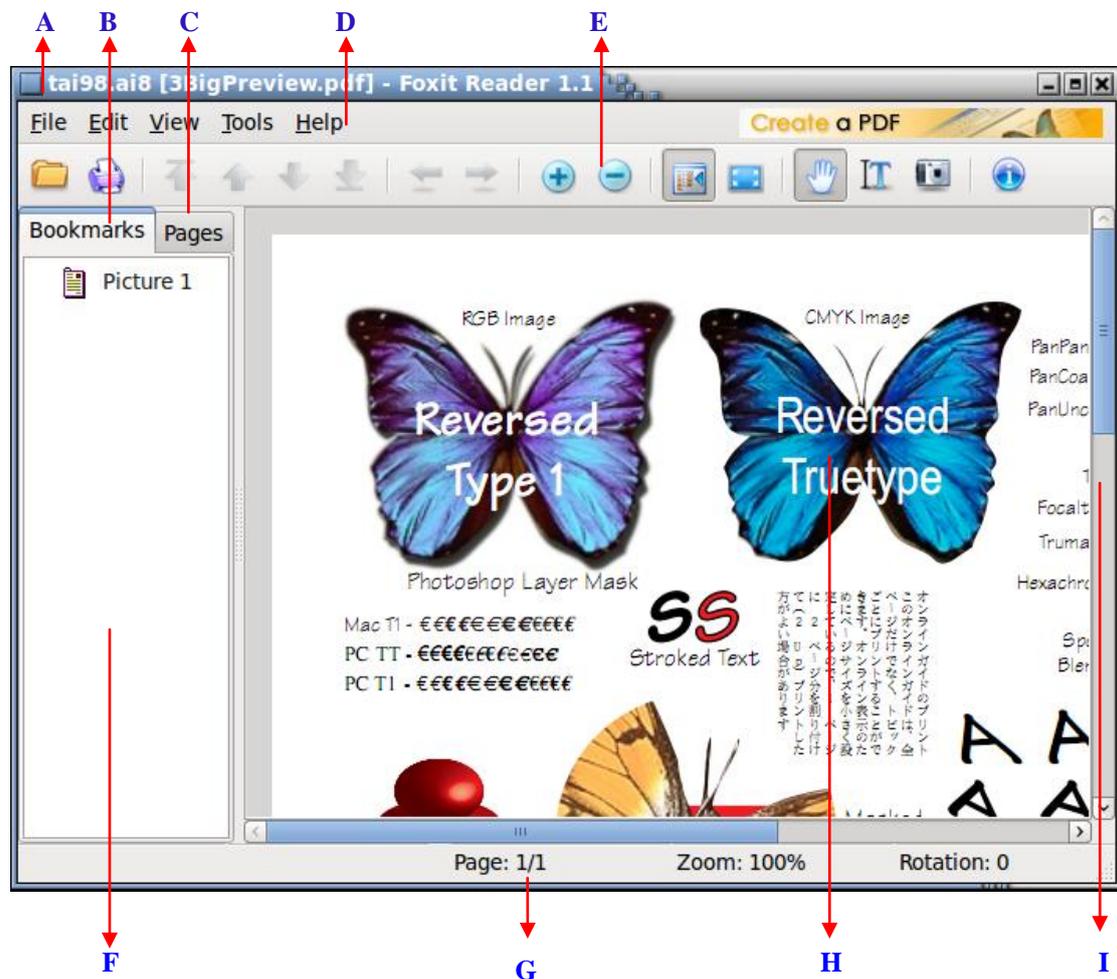
Unzip the package and run the "FoxitReader" file directly.

Work Area

The Foxit Reader work area includes a document pane that displays PDFs as well as a Navigation panel with bookmark and page tabs on the left side that helps you browse through the current PDF. The Toolbar provides multiple other controls that you can use to work with PDFs.

The Work Area for PDFs Open in the Application

1. Double-click the Foxit Reader icon to start this program.
2. Choose File > Open, navigate to and select any PDF on your computer, and click Open.



Foxit Reader window

- A. Title bar B. Bookmarks Panel C. Pages Panel D. Menu bar E. Toolbar
 F. Navigation Panel G. Status bar H. Document Pane I. Scrollbar

Customizing the Work Area

You can set up your Reader to your work environment. The more you learn about its potential, the more you can take advantage of its features, tools, and options.

There is much more to the application than you see at first glance. Foxit Reader has hidden tools on its toolbar and Preferences that can enhance your experience while also giving you greater control over how your work area is arranged as well as displayed.

About Toolbar

Foxit Reader enables you to change the appearance of the tools to suit your needs and working style. You can add and delete buttons on the Toolbar so that only the commands you use most often will be displayed. To learn more about it, please read the explanation below.



A. Open B. Print C. First Page/Previous Page/Next Page/Last Page D. Previous View/Next View E. Zoom In/Zoom Out F. Navigation Panel G. Full Screen H. Hand I. Selection Text Tool J. Snapshot Tool K. About

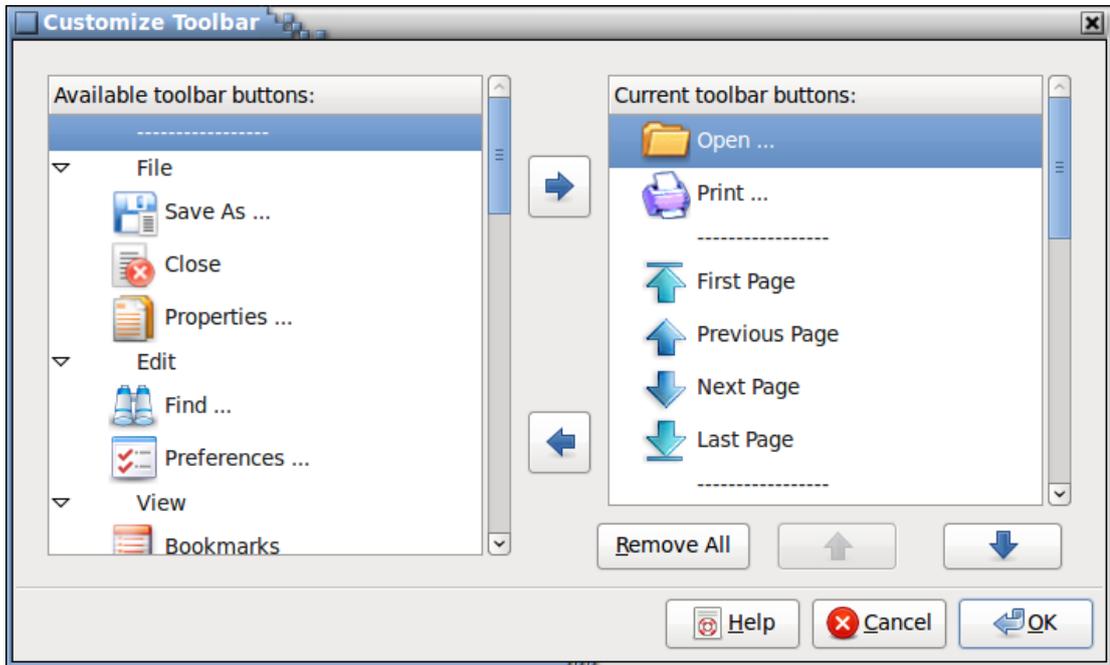
Customizing Toolbar

You can add and delete buttons on Toolbar. Generally only the buttons you use most often will be displayed on toolbar. With the size changes of window, the icons out of size will be located in the pull down menu automatically.

To customize the Toolbar, please do the following steps:

1. Choose View > Toolbar > Customize Toolbar...
2. In the Customize Toolbar dialog box, add or delete buttons displayed on Toolbar.
 - To add more tool buttons to display on Toolbar, please select a tool in Available toolbar buttons panel and click , or double-click the selected tool.
 - To hide some tool buttons on toolbar, please double-click the tool that you want to hide in Current toolbar buttons panel, or select the tool and then click .

- To remove all the current toolbar buttons, please click Remove All button. There is no button left on toolbar.



Customize Toolbar Dialog Box

3. (Optional) Insert Separator and Sort tools.

- To move the selected item up, please click the Up Button  .
- To move the selected item down, please click the Down Button  .
- To insert Separator between Current selected items to group them, please click "....." in Available items panel.

If you have any questions, please click Help button.

Returning Toolbar to the default or last settings

If you want to return Toolbar to the default or last configuration, please do one of the following:

- To return toolbar to the default configuration, choose View > Toolbar > Load Default Settings.
- To return toolbar to the last configuration, choose View > Toolbar > Load Last Customized Settings.

About the Navigation Panel

The Navigation Panel, located next to the document pane, can display different navigation panels including the Bookmarks panel and Pages panel. Please note that the Navigation panel is available when Foxit Reader is opened.

Showing or hiding the Navigation Panel

- To show the Navigation Panel, choose View > Navigation Panel > Show Navigation Panel, or click the button  on the Toolbar.
- To view a tab in the Navigation Panel, choose View > Navigation Panel > [name]. You can choose to hide or show the tabs that you don't need and open the one you do. The Bookmarks tab and Pages tab both display in the Navigation Panel by default.

***Note:** When the Navigation Panel is visible, the item under the View menu shows Hide Navigation Panel, click it to hide the navigation panel*

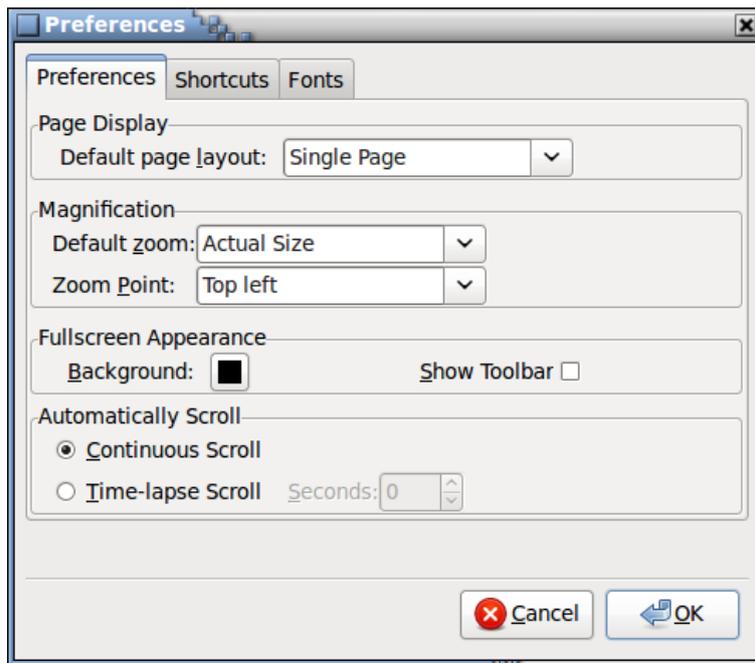
Adjusting the navigation panel

- To change the view area of the navigation panel, drag right border of the navigation panel to adjust the width.

Setting preferences

Although Foxit Reader is customizable, some of the customizable features may be difficult to find. After reading this topic, you will find out how useful having your own preferences can be, and how simple it is to set up your own preferences.

To set preferences, please choose Edit > Preferences...



Preferences Dialog Box

The Preferences dialog box includes the following options:

Setting Page Display

Default Page Layout: Sets the page display for PDF documents when they are first opened. You can use the following page layouts:

Single Page: Displays one page at a time, with no portion on other pages visible.

Continuous: Displays pages in a continuous vertical column that is one page wide.

Facing: Displays each two-page spread with no portion of other pages visible.

Continuous Facing: Displays facing pages side by side in a continuous vertical column.

See also [Changing the page layout](#).

Setting Magnification

- **Default Zoom:** Sets the magnification level for PDF documents when they are first opened. This value overrides document settings.
- **Zoom Point:** Reference points that adjust page magnification levels to your desired settings. There are nine points for you to choose in the document pane.

See also [Changing the magnification level of a document](#)

Setting Full screen Appearance

- **Background:** Click the color pane and choose the color you like to be the background color

in Full Screen mode.

- **Show Toolbar:** check or uncheck this option to show or hide Toolbar in Full Screen mode.

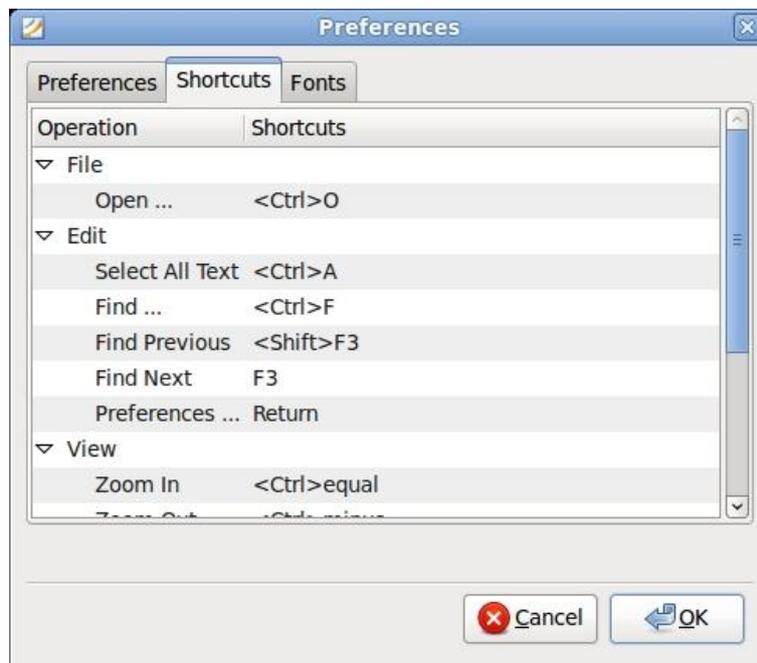
See also [View document in Full Screen](#)

Setting Automatically Scroll

- **Continuous Scroll:** Continuously scroll until the end of page. Press Shift key while scrolling mouse wheel, or Ctrl key + Up/Down to control speed.
- **Time-lapse Scroll:** Automatically scroll according interval. You can change scroll step width by pressing Shift while scrolling mouse wheel, or Ctrl + UP/Down Arrow. The largest step size is the view height of current document.

See also [Automatically Scroll through a document](#)

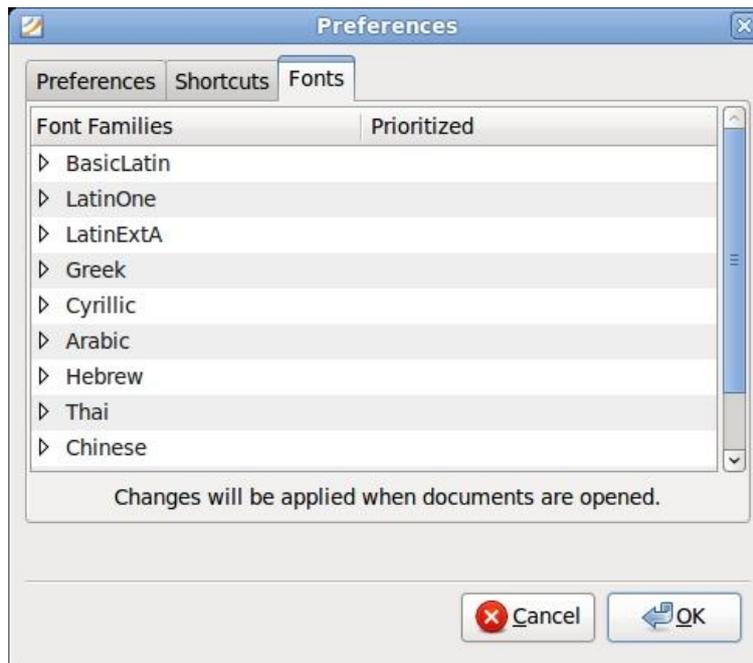
Setting Shortcuts



Preferences Dialog Box

- **Shortcuts:** These shortcuts are customizable keyboard shortcuts. Users can change the keyboard shortcut of any function with an existing keyboard shortcut. You can double left click a shortcut in the dialog box and enter the one you prefer. The new keyboard shortcut will be valid once finish changing.

Setting Fonts



Preferences Dialog Box

- **Font:** The documents can be displayed with any kind of fonts in your font family selection list. (Available for Chinese/Japanese/Korean font display)

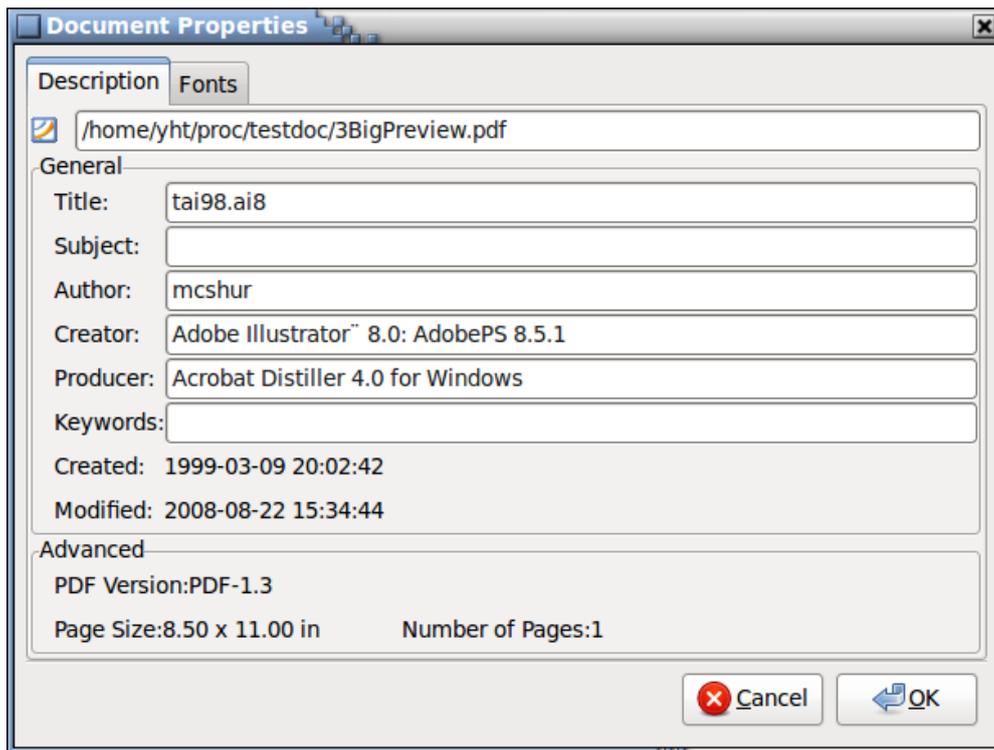
Note: Change will be applied when the documents are reopened.

See also [View a PDF in Different Fonts](#)

Viewing PDF Properties

The Properties dialog box provides information about the document, including the document's location, title, subject, author, fonts used, etc.

To view the PDF properties, please choose File > Properties, or click Properties button on the Toolbar. You can acquire all relevant information about the document as follows:



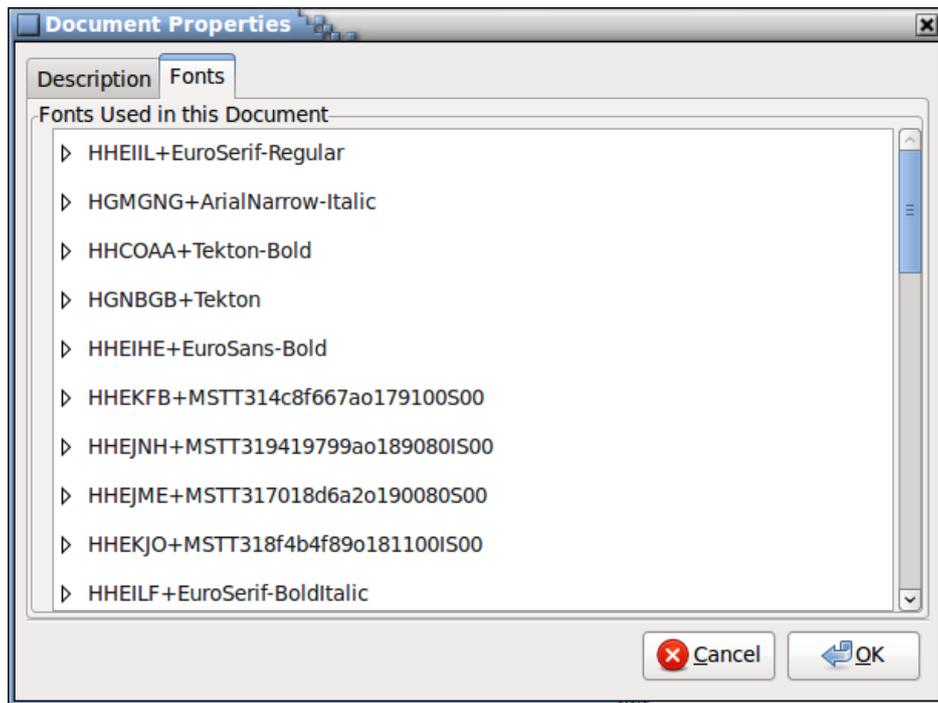
Document Properties Dialog Box

Description

This tab shows some basic information about the document. The title, author, subject, and keywords may have been set by the person who created the document in the source application.

- **Title:** A general or descriptive heading of the document.
- **Subject:** The principal idea and point of the document.
- **Author:** The writer of the document.
- **Creator:** The application that produced the original document.
- **Producer:** The application or driver that converted the original document into PDF document.
- **Keywords:** The words that are used to reveal the internal structure of an author's reasoning.
- **Created:** The date and time the document was created.
- **Modified:** The date and time the document was last modified.
- **Advanced:** The area shows the PDF version, the page size, and the number of pages.

Fonts



Fonts tab of the Document Properties Dialog Box

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

Chapter 3 – Viewing PDFs

Once the Foxit Reader is properly installed on your computer, you can open and view PDFs easily. When you have a PDF open, you can adjust the view of the document, navigate through the document with navigation tools, bookmarks, page thumbnails, and even find text within the document. Please read this section to get more information on viewing PDFs.

The chapter contains the following sections:

- Opening Documents
- Navigating in Documents
- Adjusting the View of Documents
- Finding Text
- Exiting application and closing Document

Opening Documents

Opening a PDF document in Foxit Reader

To open a PDF document in Foxit Reader, do one of the following:

- Choose File > Open, or click the Open button  on Toolbar. In the Open dialog box, select the file name, and click Open. PDF documents are usually identified with .pdf extension.
- Drag and drop the PDF file into the Foxit Reader window.

Note: You can open more than one PDF document within the same Foxit Reader application. You can switch between documents by choosing Previous Document or Next Document from the View menu.

Open a PDF document with Foxit Reader in Terminal

After installation, type "FoxitReader [PDF file path]" or "fr [PDF file path]" in terminal window.

Opening 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.



Saving a copy of a PDF

- Choose File > Save As...
- In the "Save As" dialog box, enter the filename and location, and then click "Save".

Note: You can save the file only in PDF format when using the free Foxit Reader for Desktop Linux.

Retrieving recently opened documents

In “File” pull-down menu, you will be able to instantly retrieve recently opened documents. Foxit Reader provides a list of recently opened PDF documents. Choose File > Recent File.

Navigating in Documents

Foxit Reader provides user-friendly controls to navigate through PDF documents. There are many ways to turn pages in a PDF. You can use the buttons on the basic toolbar, and you can also use the arrow keys, scroll bar, and other navigational tools to move forward and backward through a multipage PDF.

- Go to different pages by pressing Next Page , Previous Page , the First Page , and the Last Page .
- Press the Page UP and Page Down keys on the keyboard to go to the previous page and the next page.
- Go back or forward one page view by pressing the Previous View  or the Next View  on the Toolbar.
- Press the Home or End keys to go to either the first page or the last page.
- Go to a specific page, by pressing the shortcut keys Ctrl +G and then input a specific page number.

Moving through documents

1. Navigating around documents

- Scroll the mouse wheel, or press the Down or Up Arrows on the keyboard to navigate around the documents.
- Put the cursor in the Document Pane, press the Page Up or Page Down on keyboard to turn the pages.

2. Going to the next or previous page

Do one of the following:

- Choose View > Go To > Previous Page / Next Page.
- Click the Previous Page icon  or the Next Page icon  on Toolbar.
- Put the cursor in the Document Pane, press keyboard shortcuts Shift + Up Arrow or Shift +Down Arrow.

3. Going to the first or last page

Do one of the following:

- Choose View > Go To > First Page or Last Page on Menu Bar.
 - Click the First Page icon  or the Last Page icon  on Toolbar.
 - Press the Home or End key.
4. Going to a specific page
- Choose View > Go To > Go to Page..., or click Go to Page button  on the Toolbar, input the specific page number in pop-up text box.
 - Press shortcut keys Ctrl +G, and then input the specific page number.

5. Retracing your steps

To go back or forward one view, please choose one of the followings:

- Choose View > Go To > Previous View/ Next View.
- Click Previous View button , or Next View button  on the Toolbar.

6. Going to the next or previous document

To go to previous or next opened document, please choose one of the followings:

- Choose View > Go To > Previous Document/ Next Document.
- Click Previous Document button , or Next Document button  on the Toolbar.

Going To a bookmarked page

Bookmark displays the list that the document contains. Generally speaking, it is a visual table of contents that represents the chapters, main headings, and other organizational elements in a document. Bookmarks appear in the navigation panel.

1. To show or hide bookmarks, do the following:
 - Choose View > Navigation Panel > Show/Hide Navigation Panel, or click the Navigator button  on Toolbar.
 - Select View > Navigation Panel > Bookmarks, or you can click the Bookmarks button  on the toolbar.
2. To jump to a topic, click the bookmark. Click the plus (+) to expand the bookmark contents. Click minus (-) sign to collapse the bookmark contents.

Using page thumbnails to go to specific pages

Page thumbnails provide miniature previews of document pages. You can use thumbnails in the Pages panel to change the display of pages and to go to other pages.

1. To show or hide page thumbnails, do the following:
 - Choose View > Navigation Panel > Show/Hide Navigation Panel, or click Navigator button  on the Toolbar.
 - Choose View > Navigation Panel > Page Thumbnails, or you can click the Page Thumbnails button on the toolbar.

Note: *Bookmark and Page tabs appear on Navigation Panel by default, you can click the two tabs to switch between them.*

2. To jump to specific pages, do one of the following:
 - Choose View > Navigation Panel > Page Thumbnails, or click the Pages tab in navigation panel, all page thumbnails display on the navigation panel.
 - To jump to another page, click its thumbnail.

Automatically Scroll through a document

Automatic scrolling allows users to view documents without using mouse actions or keystrokes. This feature also enables you to change the scrolling speed with ease. It advanced your view of the PDF at a steady rate, moving vertically down the document. If you interrupt the process by using the scroll bar to move back or forward to another page, automatic scrolling continues from that point forward.

1. Choose View > Automatically Scroll.
2. To increase or decrease the scrolling speed, press the Shift key while scrolling mouse wheel, or press Ctrl + Up/Down Arrow on keyboard.
3. To stop automatic scrolling, choose View > Automatically Scroll again. At the end of the PDF, automatic scrolling stops and does not begin again until you choose Automatically Scroll again.
4. To set the scroll mode, there are two scroll modes for you to choose from: Continuous Scroll and Time lapse Scroll. You can change the scrolling step width or scrolling speed by pressing Shift key while scrolling the mouse wheel, or you can press the Ctrl +UP/Down Arrow keys on the keyboard. The largest step size is the view height of current documents in Time lapse mode. Please select Edit > Preferences, and then select a different scroll mode.

See also [Setting Preferences](#)

Navigating with links

Links can take you to another location in the current document or other PDF documents, or to websites. Clicking a link can open files or websites, or execute files.

1. Choose the Hand tool .
2. Position the pointer over the linked area on the page until the pointer changes to the hand with a pointing finger . Then click the link.

Adjusting the View of Documents

Foxit Reader provides multiple tools that help you adjust the view of your PDF documents. It includes simple tools as Zoom In and Zoom Out, as well as more advanced tools like setting the page layout and orientation.



- A. Zoom In/Out buttons change the page magnification by preset levels, from 5% to 6400%.
- B. Zoom To, changes the page magnification by the percentage that you type or by selecting from a drop down menu.
- C. Fit Page, adjusts the page to fit entirely in the document pane.
- D. Fit Height, adjusts the page to fit the height of the window, part of the page may be out of view.
- E. Fit Width, adjusts the page to fit the width of the window; part of the page may be out of view.
- F. Actual Size, adjusts the page to its actual size 100%.
- G. Single Page, displays one page in the document pane at a time.
- H. Continuous Page, arranges the pages in the document pane in a continuous vertical column.
- I. Facing, arranges the pages side by side, displaying only two pages at a time.
- J. Continuous Facing, arranges the pages side by side in a continuous vertical column.

See also

[Setting preferences](#)

[Changing the magnification level of a document](#)

[Changing the page layout.](#)

[Reading a document in Full Screen mode](#)

Changing the orientation of a document

You can change the orientation of the document from portrait to landscape view by using the Rotation tools.

- Choose View > Rotation > Clockwise or Counterclockwise.
- Click the Rotation Clockwise button  or Counterclockwise button  on the Toolbar.

Note: You can change the page view *l* by 90-degree increments,(90,180,270) but the change only affects screen display instead of its actual orientation. You cannot save the changes in page view.

Changing the magnification level of a document

1. Changing the magnification with Zoom tools

Do one of the following procedures:

- Click the Zoom In  or Zoom Out  tools on Toolbar, or choose View > Zoom > Zoom Out/In. Zoom In/Out change the document magnification by preset levels. Magnification percentage will show in the Status bar.
- Choose View > Zoom > Zoom To, or click Zoom To button  on the Toolbar, or press keyboard shortcuts Ctrl +M. Enter a magnification percentage in text box, either by typing or choosing from the pop-up menu.
- Press keyboard shortcuts Ctrl + "+" or Ctrl + "-" .
- Use the mouse scroll wheel while holding CTRL key. The magnification is centered at the position of the mouse cursor.

Note: If you click on a page, then the tool will zoom in/out the page, trying to keep the clicked point as the center of the window. Press the Ctrl key while scrolling the mouse wheel will zoom in/out the page based on the scrolling direction.

2. Resizing a page to fit the window.

There are four types for you to choose:

- To resize the page to fit entirely in the document pane, choose View > Zoom > Fit Page, or click Fit Page button  on the Toolbar.
- To resize the page to fit the width of the window, choose View > Zoom > Fit Width, or click Fit Width button  on the Toolbar. Part of the page may be out of view.
- To resize the page to fit the height of the window, choose View > Zoom > Fit Height, or click Fit Height button  on the Toolbar. Part of the page may be out of view.
- To resize the page to its actual size, choose View > Zoom > Actual Size, or click Actual Size button  on the Toolbar, the actual size for a PDF page is typically 100%.

Changing the page layout

Changing the page layout is especially useful when you want to zoom out to get an overview of the document layout. You can use one of the following page layouts when viewing a PDF

document:

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

To set page layout, please do the following:

- Choose View > Page Layout, and choose one of the mode to your needs.
- Click the Single Page button , the Continuous Page button , the Facing button , or the Continuous Facing button  on the Toolbar.

To change the default page layout in Preferences dialog box under Page Display.

See also [Setting Preferences](#)

Reading a document in Full Screen mode

In Full Screen mode, Foxit Reader Document Pane fills the entire screen, with Menu Bar, Toolbar, Status bar, and Navigation Panel hidden behind except a basic full screen toolbar. The mouse pointer remains active in Full Screen mode so that you can click links.

1. To set Full Screen appearance, please refer to “[Setting full screen appearance](#)”.
2. To enter Full Screen mode, please do one of the following:
 - Choose View > Full Screen.
 - Click the Full Screen button  on Toolbar.
3. To view documents in Full Screen mode:
 - To adjust page layout, click one of the mode you need on Full Screen Toolbar.
 - To adjust magnification level, click Zoom in , Zoom out , Fit Page , or Fit Width  on Full Screen Toolbar.
 - To adjust orientation, click Clockwise  or Counterclockwise  on Full Screen Toolbar.
 - To automatically scroll, click Automatically Scroll  on Full Screen Toolbar.

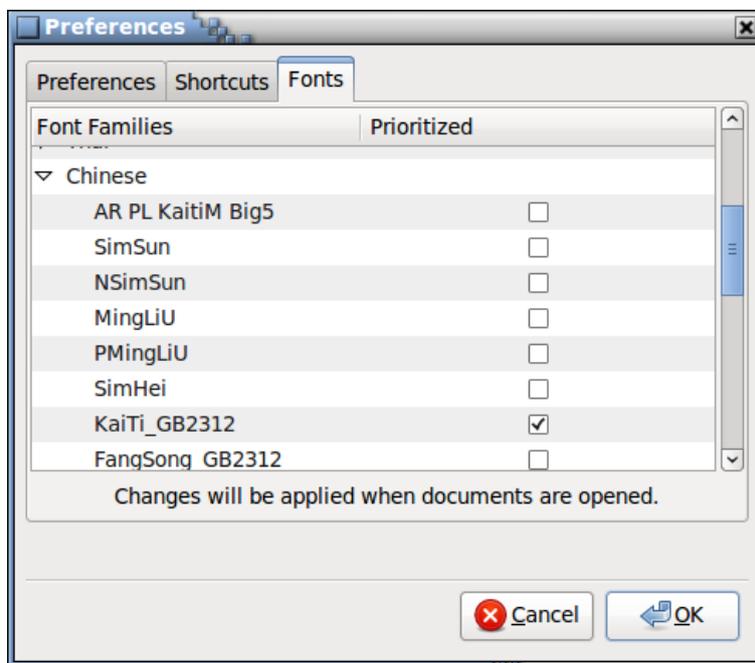
4. To exit Full Screen mode:

- Press Esc key.
- Click the Exit Full Screen button  on the screen.

Viewing document in Different Fonts

You can display the PDF documents with any kind of fonts in your font family selection list in Preferences menu. Till now, this feature is only available for Chinese/Japanese/Korean font display. To display a PDF in a specific font, do the following:

1. Select Edit > Preferences > Fonts with a PDF document opened.
2. Click the left drop-down button ▾ of a font family you want to choose, all fonts of this family will be listed in a tree view with checked box.



Preferences Dialog Box

3. Check one font you want to choose, click OK.
4. Changes will be applied when the same document is reopened.

History Review

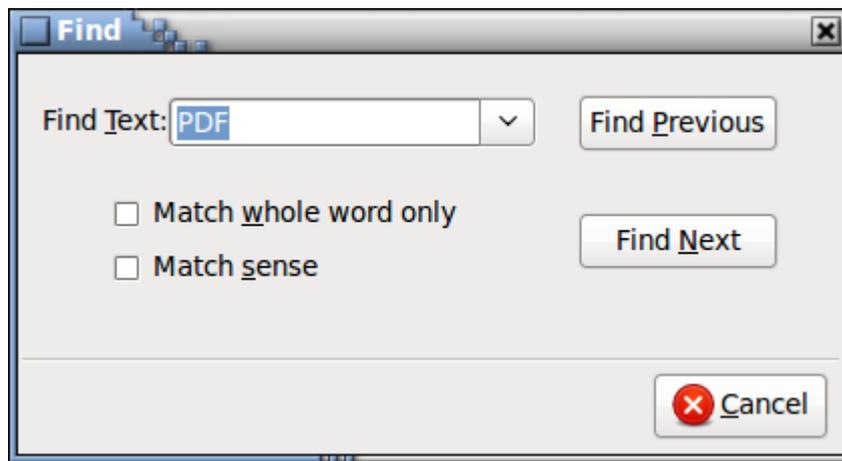
When a document is closed, its current state is stored, such as orientation, current page and position, and scaling. The state will be restored once this file is opened again.

Finding Text

Foxit Reader provides handy tools to find text. You can search any text in a PDF. Also, you can limit your search by choosing the options offered on the Find Text dialog box to find specific items.

To find text, follow the steps below:

1. Choose Edit > Find ..., or press shortcut keys Ctrl +F, or or Type the text in the Find What field on the Toolbar.



Find Dialog Box

2. Type the text you want to search in the text box of Find dialog box.
3. (Optional) Select the search options to limit your search:
 - A. Match whole word 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. Match sense – finds only occurrence of the words that match the capitalization you type. For example, if you search for the word *text*, the words *Text* and *TEXT* will not be found.
4. Press the Find Next button, or Find Previous button. Jumps to the first instance of the search term, which appears highlighted.
5. Choose Edit > Find Again, or press shortcut key F3 to again searching the next instances of the search item.
6. Press Esc key to exit finding mode.

Note: Find box  on the toolbar doesn't include Match whole word only and Match sense items.

Exiting application and Closing Document

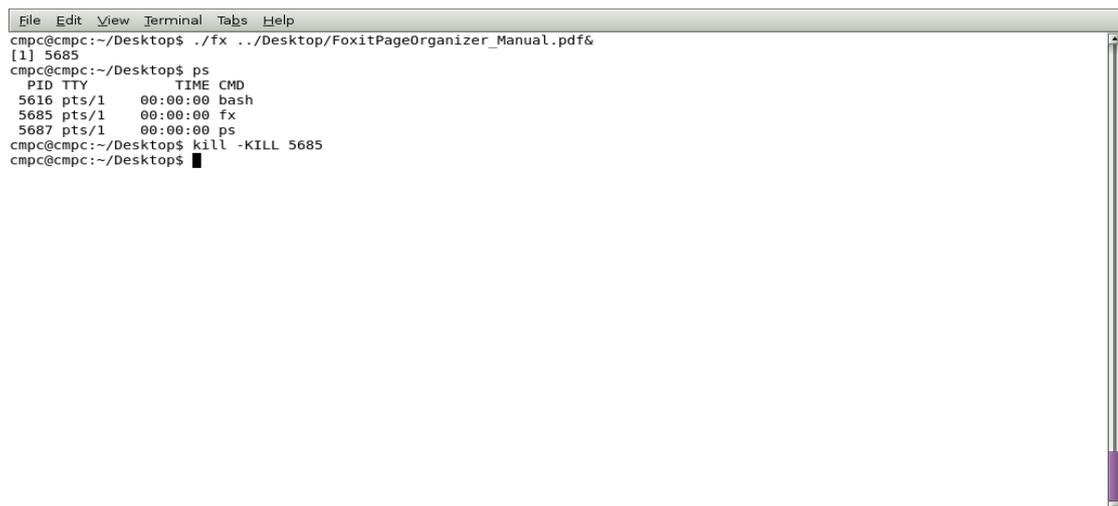
Closing a PDF document

Choose File >  Close, or click the close button at the top right corner of the current document window.

Exiting Foxit Reader

To exit Foxit Reader, please do one of the following:

- Choose File > Exit.
- Click the big Close button on Foxit Reader application window.
- Exit Foxit Reader by inputting “kill -KILL PID” in Terminal. To view PID with ps aux command in Terminal.



```
File Edit View Terminal Tabs Help
cmpc@cmpc:~/Desktop$ ./fx ../Desktop/FoxitPageOrganizer_Manual.pdf&
[1] 5685
cmpc@cmpc:~/Desktop$ ps
  PID TTY          TIME CMD
 5616 pts/1    00:00:00 bash
 5685 pts/1    00:00:00 fx
 5687 pts/1    00:00:00 ps
cmpc@cmpc:~/Desktop$ kill -KILL 5685
cmpc@cmpc:~/Desktop$
```

Chapter 4 – Working on PDFs

With Foxit Reader, you can copy text and images to other applications, and view PDF contents in a text mode. To learn more about this, please read the chapter.

This chapter contains the following sections:

- Copying Text
- Taking a snapshot of a page
- Using Text View

Copying Text

The Text Selection tool lets you select horizontal and vertical text or columns of text in a PDF. The selected text will be automatically copied to clipboard and pop up a prompt message box. Of course, you can select “Do not show this message again” to prevent from popping up message box next time. You can paste the selected text into another application.

To copy text, click Text Selection Tool  on Toolbar, or choose Tool > Text Selection Tool on Menu Bar and do the following:

Selecting part of text and copying to clipboard

- **Select a line of text:** Move the cursor  toward a line of text you want to select.
- **Select a column of text:** Put the cursor between the lines, move 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.
- Click between words or characters, when the cursor is flickering, press shift key and click any area of the document.

Selecting all text and copying to clipboard

To Select all text, Press keyboard shortcuts Ctrl +A, or choose Edit > Select All Text. All the text in document will be automatically copied to clipboard.

Pasting text

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

On-screen dictionary integration

On-screen dictionary integration automatically connects to a dictionary program you installed and display the meaning of the words in a pop-up note box while selecting the word in your document.

1. Run the dictionary program in your PC.
2. Click the Text Selection Tool  on the Toolbar, or select Tool > Text Selection Tool on Menu Bar to select the word you want to know the meaning or do translation.
3. The meaning or the translation is displayed in a pop-up box next to the word you selected.

Taking a snapshot of a page

You can copy and paste individual images or text from a PDF to the clipboard, to other applications, or to other files. Text and images are copied as an image.

1. Choose Tools > Snapshot, or click the Snapshot tool  on Toolbar, and the pointer changes into a Cross  automatically.
2. Click or double-click anywhere in the page to capture entire content displayed on the screen.
3. Hold the pointer over the image or text, or combination of both and drag a rectangle around it.
4. You will be prompted that the selected area has been copied to the clipboard. The selected area is highlighted and copied automatically to the clipboard when you release mouse button.
5. Paste the copied selection directly to other applications.

Using Text View

With Text View, 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 in text mode.

Entering Text View mode

Do one of the following:

- Choose Tools > Text View.
- Click the Text View icon  on Toolbar.

Customizing text view

As soon as Text View is activated, you can use the tool to view document in plain text mode. This tool is set to be invisible by default on Toolbar. To show or hide the Text View on the Toolbar, please do the following:

Choose View > Toolbar > Customize Toolbar....

See also [Customizing Toolbar](#)

Navigating in text view mode

1. Going to the next or previous page

Do one of the following:

- Choose View > Go To > Previous Page or Next Page on Menu Bar.
- Click the Previous Page icon  or Next Page icon  on the Toolbar.
- Put the cursor in the Document Pane, press shortcut keys Shift + Up Arrow or Shift +Down Arrow on the keyboard.

2. Going to the first or last page

Do one of the following:

- Choose View > Go To >First Page or Last Page on Menu Bar.
- Click the First Page icon  or the Last Page icon  on the Toolbar.
- Press the Home or End keys.

3. Going to a specific page

- Choose View > Go To > Go to Page..., input the specific page number.
- Press keyboard shortcuts Ctrl +G, and then input the specific page number.

Changing the magnification level of a document

Do one of the following procedures:

- Click the Zoom Out button  or the Zoom In button  on Toolbar.
- Choose View > Zoom > Zoom In / Zoom Out.
- Choose View > Zoom > Zoom To..., or click Zoom To button  on the Toolbar, or press keyboard shortcuts Ctrl +M, input a magnification percentage.

Finding text in Text View mode

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

1. Press keyboard shortcuts Ctrl + F.
2. Type the text in the Find What field.
3. Select the search options to limit your search:
 - A. Match Whole Word 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. Match Case -- makes the search case-sensitive. For example, if you search for the word *text*, the words *Text* and *TEXT* will not be found.
4. Press the Find Next button or Find Previous button. Jumps to the first instance of the search term, which appears highlighted.
5. Choose Edit > Find Again, shortcut key F3 to again searching the next instances of the search item.

Copying text in Text View mode

To copy text, click Text Selection Tool  on Toolbar, or choose Tool > Text Selection Tool on Menu Bar and do the following:

1. Selecting and copying text
 - Select a line of text: Move the cursor  toward a line of text you want to select.
 - Select a column of text: Put the cursor between the lines, move 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 text: Press keyboard shortcuts Ctrl +A, or choose Edit >  Select All Text.

2. Pasting text

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

Reading text in Full Screen mode

1. To set full Screen appearance, please refer to [“Setting Full screen Appearance”](#).
2. To enter full Screen mode, please do one of the following:
 - Choose View > Full Screen.
 - Click the Full Screen button  on Toolbar.
3. To exit Full Screen mode:
 - Press Esc key.
 - Click the Exit Full Screen button  on the screen.

Chapter 5 – Printing

Printing is a process for reproducing text and images. When you have finished reading a helpful article, 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.

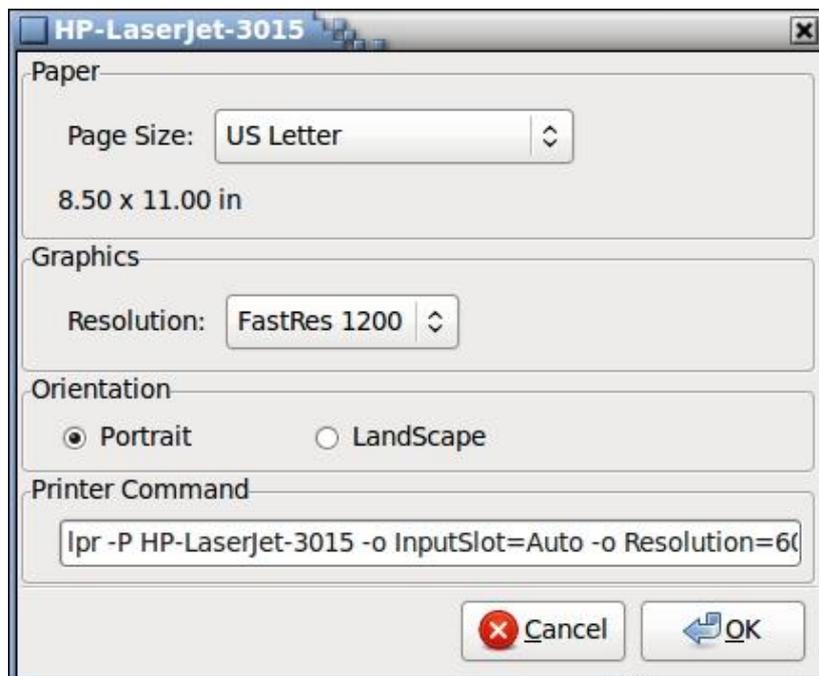
How to print a PDF document?

1. Make sure you have installed the printer successfully.
2. Click the Print button  on the Toolbar, or choose Print from the File menu.
3. Specify the printer, page range, number of copies, and other options.
4. Click Ok.

Print Setup

The Page Setup dialog allows you to select a printer and paper to be used. Also, you can change printer options like paper size and orientation in this dialog box.

To invoke the standard printer setup dialog, choose File > Print Setup... The following are the options in Page Setup dialog box:



The Print Setup Dialog Box

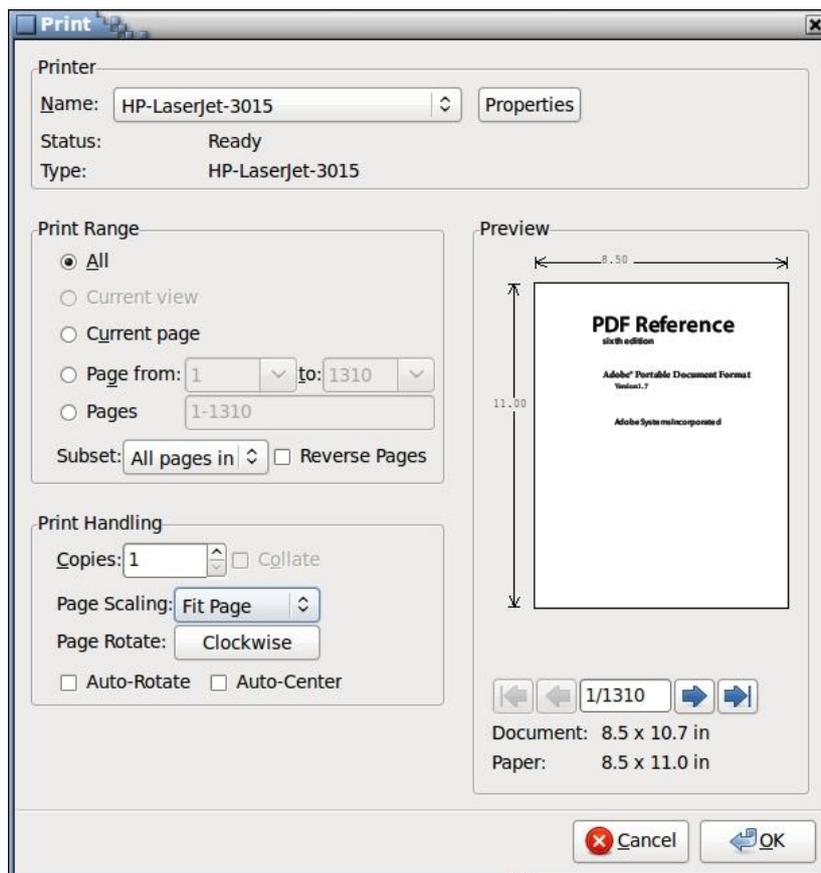
- Paper Size: The size of the paper used by the printer. Some printers have many paper sizes (letter, legal, A3, A4, etc.), you can select the paper size you want.
- Graphics: The Resolution supported by the printer. Different printer supports different Resolutions. You can select the Resolution you want.
- Orientation: Ability to print the document in either Portrait (vertical) or in Landscape (horizontal) position.
- Printer Command: All options you selected in Print Setup dialog box are converted to a command line to indicate how printer works in background.

Print dialog box

The print dialog box 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.

The Print dialog allows you to make a number of changes about how your document prints. Follow the step-by-step descriptions in Print dialog box.

To open the Print dialog box, choose File > Print...



The Print Dialog Box

- Name – You can select your printer from the list of installed printers. To configure advanced options of the printer, click on the Properties button.

- **Print Range** – This option lets you print different parts of a PDF document. You can specify to print all pages or some certain ones.

All – Prints all pages of a PDF document.

Current view – This feature will be available in latter version.

Current page – Prints the page that is visible in the current view.

Page from/to – Specifies the range of pages or the ranges of pages to be printed in the PDF document. Select or enter page numbers in the fields.

Pages – Specifies the range of pages to print separate pages in the PDF. Enter page numbers and/or page ranges separated by commas. For example, 1, 3, 7-10.

- **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 are printed in the 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.
- **Copies** – Sets the number of copies you want to print.
- **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.
- **Page Scaling** – Reduces, enlarges, or divides pages when printing. You can select Fit to Page, Actual Size and the proper scaling size.
- **Page Rotate** – Sets the page to be printed in Normal, Clockwise, or Counterclockwise.
- **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.
- **Preview** -- Foxit Reader provides an instant preview in the Print dialog box.

You can use the navigation tool on the print dialog box to preview the individual page. Both the document size and the paper size are shown under the Preview.

***Tip:** To change the unit of page dimensions, please go to Edit > Preferences > General tab > Measurement Units. (Is it available in this version?)*

Chapter 6 – Appendices

Using skills

The previous chapters mainly introduce how to work with Foxit Reader. Maybe you have known it well, but you are not sure that you know some Foxit Reader using skills, please read these skills that we specially get ready for users. It enables you to broaden your horizon and get a lot of benefits after reading these skills. You must be aware that Foxit Reader is the best choice.

1. To increase or decrease the automatically scrolling speed, press the **Shift** key while scrolling the mouse, or press **Ctrl + Up/Down** Arrow on keyboard.
2. To choose different scroll mode, please choose Preferences from Edit menu, you can select either of the scroll modes according to your need.
3. To zoom in/out the page, press the **Ctrl** key while scrolling the mouse wheel.
4. Press **Ctrl + "+"** to zoom in page, and Press **Ctrl + "-"** to zoom out page. Press keyboard shortcuts **Ctrl + M** to input percentage.
5. Click the bookmark to jump to a topic, click the plus (+) to expand the bookmark contents. Click minus (-) sign to collapse the bookmark contents.
6. To go to a specific page, please press **Ctrl+ G**, and then input the specific page number.
7. Press keyboard shortcuts **Ctrl + F** to type any text that you find, and press **F3** key to again searching the next instance of the search item.
8. To set the magnification level for PDF documents when they are first opened, please choose Default zoom under magnification option of Preferences dialog box.
9. Text Selection Tool: if you want to copy some text to clipboard, please directly use Text Selection Tool on toolbar, and not use Copy command. If you want to copy all text to clipboard, please press keyboard shortcuts **Ctrl + A**.
10. Snapshot Tool: if you want to capture any part of page including text, image, or both, please choose Snapshot tool.

Keyboard Shortcuts

There are a number of keyboard shortcuts that you can use to speed up your navigation within the Foxit Reader. Some particularly important ones are listed here:

Shortcut Keys

Action	Shortcut
Open File	Ctrl + O
Save As	Ctrl + Shift + S
Close	Ctrl + W
Print	Ctrl + P
Properties	Ctrl + D
Exit	Ctrl + Q
Show Navigation Panel	F4
Full Screen	F11
Single Page	Ctrl + 5
Continuous Page	Ctrl + 6
Facing	Ctrl + 7
Continuous Facing	Ctrl + 8
Zoom In	Ctrl + "="
Zoom Out	Ctrl + "-"
Zoom To	Ctrl + M
Actual Size	Ctrl + 1
Fit Width	Ctrl + 2
Fit Height	Ctrl + 3
Fit Page	Ctrl + 4
Previous Page	Page UP
Next Page	Page Down
First Page	Home
Last Page	End
Go to Page	Ctrl + G
Previous View	Alt + Left Arrow
Next View	Alt + Right Arrow

Previous Document	Shift + Alt + Left Arrow
Next Document	Shift + Alt + Right Arrow
Clockwise	Ctrl + Alt + “=”
Counterclockwise	Ctrl + Alt + “-“
Show Find ToolBar	F8
Automatically Scroll	Ctrl + Shift + H
Go to nearby bookmark item	Up Arrow, or Down Arrow
Change automatically scrolling speed	Shift + Scroll mouse wheel, or Ctrl + Up/Down Arrow
Select All Text	Ctrl + A
Find	Ctrl + F
Find Previous	Shift + F3
Find Next	F3
Preferences	Alt + Enter
Exit Full Screen Mode	Esc, or F11
Hand Tool	Alt + 1
Text Selection Tool	Alt + 2
Snapshot	Alt + 3
Text View	Alt + 4
Help for Foxit Reader	F1

Note: Some of them are customizable keyboard shortcuts. To change the keyboard shortcut of any function with an existing keyboard shortcut, please refer to Shortcuts Setting under the Preferences menu item.

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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