

Foxit Reader 2.0

For Windows

User's Manual



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Overview

Welcome to use Foxit Reader, your right choice to view and print PDF documents.

Foxit Reader 2.0 is a free PDF document viewer and printer. It launches very quickly (in about one second) and requires no installation -- you just need to run the executable files. For regular PDF users, Foxit Reader is the absolute choice.

Foxit Reader 2.0 provides the significant features to empower PDF document user with Interactive form filler, multi-language UI support, on-demand download of add-ons, self upgrade, JavaScript support, improved printing speed, multi-languages UI, streamlined UI and much more.

Note: Foxit Reader Pro 1.3 has been discontinued, but the Pro users can still upgrade to Foxit Reader 2.0 freely in their allotted time.

Related Subtopics:

- [Why PDF Format](#)
- [Application of PDF Files](#)
- [Why Foxit Reader](#)
- [About Free Reader and Add-ons](#)
- [About ProPack](#)
- [Updating Foxit Reader](#)
- [About This Manual](#)

Why PDF Format

➤ **Original look and feel**

PDF documents look exactly like the original pages, regardless of the software platform, the original application, or the availability of specific fonts. It is exactly the same as the author designed it.

➤ **Secure, reliable electronic document distribution and exchange**

Invented by Adobe Systems more than ten years ago, Portable Document Format (PDF) is a publicly available specification and standard around the world for secure, reliable electronic document distribution and exchange. The PDF format has been adopted by many governments and enterprises to streamline document management, increase productivity, and reduce reliance on paper.

➤ **Digital Solution of Integrity and Consistency**

PDF has become the standard format used for publishing and printing-based industries, because what shows on screen is exactly what will be on paper. With PDF being a publicly available standard format, many end users outside of the publishing circle also find it only and best solution to integrated and consistent printouts.

Application of PDF Files

One of the cutting edges of PDF files is that it can be used for any application. Users from all walks of life are enjoying multiple usages of PDF documentation while the publishing related industries are profiting from PDF-based services.

A PDF document can be a PDF form, a Financial Report, an eNovel with its full pages, or an ePaper or eMagazine.

Illustration: PDF File Applications



Figure 1: Magazine in PDF Format

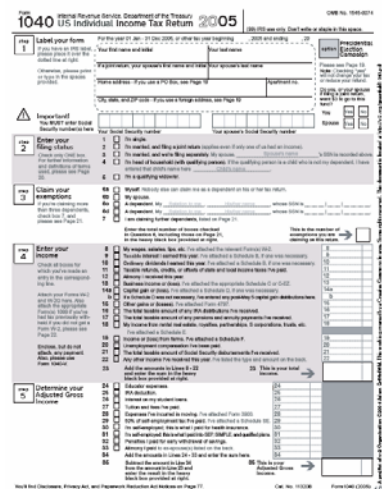
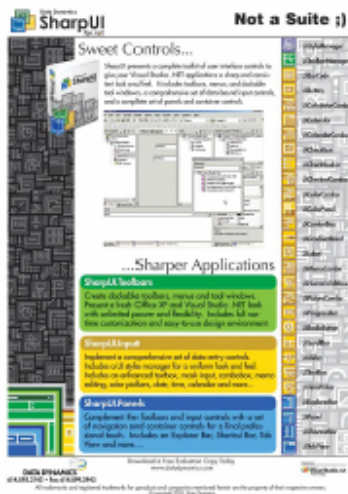


Figure 2: PDF Form

Why Foxit Reader

- **Incredibly small**
The download size of Foxit Reader is only 1.5 M which is a fraction of Acrobat Reader 20 M size.
- **Breezing-fast startup**
When you run Foxit Reader, it launches instantly without any delay. You are not forced to wait for the annoying "Welcome" screen to disappear.
- **Annotation tools**
Have you ever wished to annotate (or comment on) a PDF document when you are reading it? Foxit Reader 2.0 allows you to draw graphics, highlight text, type text and make notes on a PDF document and then print out or save the annotated document.
- **Text converter**
You may convert the whole PDF document into a simple text file.
- **High security and privacy:**
Foxit Reader highly respects the security and privacy of users and will never connect to Internet without users' permission. But other PDF Reader often silently connects to the Internet in the background. Foxit PDF Reader does not contain any spy-ware or ad-ware.
- **Low cost and one year free upgrade**
[Foxit Reader Pro pack](#) is affordable, costs only US\$39 for a single user license. Foxit provides free upgrades for one year after your purchase.

About Free Reader and Add-ons

Foxit Reader 2.0 itself is a free utility, and it will continue to work as long as you have it installed.

Foxit Reader 2.0 provides separate add-ons for you to download on demand. These add-ons fall into [critical add-ons](#) and [advanced add-ons](#), which the former are free and the later that provide additional features are non-free.

For example, you can use the following functions for free:

- View or print PDF document
- Fill out PDF forms and save them
- View PDF as text
- Critical add-ons, such as UI language package, JPEG2000/JBIG decoder, CJK package, GDI+ for early Windows version, etc

The followings are several examples of non-free, advanced add-ons:

- [Foxit Reader Pro Pack](#) is not free. It includes Annotation tools, Text Converter and Text Viewer.
- Foxit PDF Editor, which allows you to modify content of a PDF file, is non-free.
- Foxit PDF Creator, which allows you to convert non-PDF file into PDF file, is non-free.

Related Subtopics:

- [Critical Add-ons](#)
- [Advanced Add-ons](#)

Critical Add-ons

Critical add-ons are free. They are essential component for properly displaying and execution. For example, if you open a PDF document containing interactive form, Foxit Reader asks if you want to download the JavaScript Support. If you choose No, you can fill out the form, but wouldn't be able to verify the field value etc.

Most of the critical add-ons are available on Foxit web server, except some local UI languages that haven't been translated out. Add-ons can be updated by the Updater or downloaded through Download Manger. And it can also be downloaded from our website.

The following are a list of critical add-ons:

➤ **UI Language Package**

The UI language of Foxit Reader 2.0 now can be switched dynamically. There are over 30 languages will be fully supported. **But some local languages are being translated, such as Thai, Hungarian, Danish, Valencia, Finnish, and Swedish etc. If you hope to localize Foxit Reader into your language, please become our volunteer UI translator. To get the detail information, visit the [translation center](#).**

➤ **JPEG2000/JBIG Decoder**

This add-on module is for decoding images in JPEG2000 or JBIG2 formats. If you don't install this module, images in those formats can not be displayed.

➤ **Eastern Asian Language Support**

This module is used for displaying Eastern Asian Language in a PDF file. Eastern Asian Language can't be displayed properly without it.

➤ **GDI+ Module**

This module is a redistributable one from Microsoft providing better display quality for graphics. You can still view the PDF file without this module, however in lower graphic quality. Installing this module will not affect any other applications on your system.

➤ **JavaScript Support**

This add-on is used to execute JavaScript in many interactive forms. If you don't install this add-on, although you still can fill in such forms, you wouldn't be able to perform some automated tasks like field value verification and recalculation.

Advanced Add-ons

Advanced add-ons are not free but with specific capabilities, including Foxit Reader Pro Pack, Foxit PDF Editor and Foxit PDF Creator.

All users can try advanced add-ons but with limitations. For example, without Pro Pack, you save annotated page with evaluation mark; fail to convert PDF to text file, and copy text from text screen; without paid version of PDF Editor and Creator, you save the edited and created document with evaluation mark too.

Foxit PDF Editor and Creator run separately and have their own installer and working window. Editor enables you to modify the pages contents; and Creator allows you to convert none-PDF file to PDF document.

➤ **[Foxit Reader Pro Pack](#)**

Foxit Reader Pro Pack is packaged with Annotation tools, Text Converter and Text Viewer.

➤ **Foxit PDF Editor**

This add-on installs an evaluation version of Foxit PDF Editor, which is used to edit page contents of PDF files, including text information, graphics (shapes and lines), and images. If you have already installed Foxit PDF Editor, please don't install this add-on, in this case you should start Foxit PDF Editor directly to change page content.

If you have already installed Foxit PDF Editor, you would launch PDF Editor Program directly, when you choose Editor > Modify PDF Content... Otherwise, you would be prompted to download this missing add-on and install it.

To learn more about PDF Editor, please refer to [Foxit PDF Editor User's Manual](#).

➤ **Foxit PDF Creator**

This add-on installs a virtual printer onto your system. You can use this printer to convert any printable documents to PDF files (just open the necessary application, and then print to Foxit PDF Printer). If you don't install this add-on, you won't be able to use the "Convert PDF" feature in Foxit Reader. Without purchasing this add-on, evaluation marks will be added to your created pages.

About Foxit Reader Pro Pack

What's Pro Pack?

Foxit Reader Pro Pack is a none-free collection of modules. It's built in Foxit Reader, so when you install Foxit Reader, you can just start to try the features of it.

Foxit Reader Pro Pack unlocks functions to save annotations, save a PDF document as text file, and copy text from text viewer. Actually without Pro Pack, you are still able to annotate a PDF document and print it out with little limitation. For example, when you save the annotated document, it will be stamped with an evaluation mark on the top-right corner of the annotated pages. If you purchase a Pro Pack add-on, then there will be no evaluation mark.

The following are the limitations without Pro Pack:

- Can annotate a PDF document but save the annotated page with evaluation watermark.
- Can not convert PDF to text file;
- Can view text in text viewer but fail to use the copy function, and save text file.

Pro Pack Tools Included

- **Annotation Tools**
They include typewriter tool, note tool, text marking tools, and graphic marking tools. Without Pro Pack, you can still save annotated pages and print them out, however evaluation marks will be added to your annotated pages. Once you purchase Foxit Reader Pro Pack, you'll get rid of these evaluation marks.
- **Text Converter**
It enables you to convert a whole PDF document into a simple text file by using "Save as" feature in Foxit Reader. It's a part of Foxit Reader Pro Pack. You can use the feature when purchasing Foxit Reader Pro Pack.
- **Text Viewer**
You can use this feature to preview the whole text contents from a PDF file in Foxit Reader, but unable to save it as a text file. When you purchase Foxit Reader Pro Pack, you will be able to save the PDF file as a text file and also use "Copy" option of "Text Viewer" feature.

How to Purchase Pro Pack

If you want to purchase, you can do one of the following:

- Order online: go to Foxit website <https://www.foxitsoftware.com/secure/order.php> and order directly.
- Email: write e-mail to Foxit sale department by sales@foxitsoftware.com with order information.

If you want to know about the price, take the following link:

➤ Click here <http://www.foxitsoftware.com/purchase/pricing.htm> for price information.

How to Install Pro Pack

The Pro Pack is built in Foxit Reader, so you don't need to download any other package to make it work. When you install Foxit Reader, you can start to use the Pro Pack.

After you purchase Pro Pack, you will get a Pro Pack file, just put this file into the Foxit Reader directory, and it will work.

Updating Foxit Reader

Foxit files and add-ons can be updated in several ways. Some updates are available if you open PDF document that triggers the updating process. For example, if you open a form that uses Asian-language fonts, Foxit Reader asks if you want to download the fonts. Other updates are available only from the Help menu, where you must manually install them. But all updates can be downloaded directly from Foxit website.

To update from Help menu:

1. Choose **Help>Check for Updates Now ...**
2. Select updates from the column on the left, and click **Add** to move them to the column on the right. Only the updates and components appropriate for your product are listed.
3. Click **Update**.

To update from website:

1. In your Explorer address line, input http://www.foxitsoftware.com/pdf/reader_2/addons.htm
2. Press Enter to open the download page, and select the add-on file you want update.
3. After you download the add-on file, you must unzip it under to the Reader installation folder.
4. Rerun the Reader program, and the update file will get worked.

About This Manual

This manual is intended as a guide to the use of Foxit Reader with the following information breakdown:

- **Introduction** – provides brief information on PDF format and Foxit Reader.
- **What's New** – provides a summary of new features with latest release.
- **Installing Foxit Reader** - provides information on how to install Foxit Reader onto your system.
- **Getting Started with Foxit Reader** – provides information on how to start and work with the program.
- **Working on Documents and Pages** – provides detailed information on the working area and illustrate how to customize Foxit Reader to your needs of viewing and printing.
- **Using Text Viewer** - introduces how to work in a pure text mode.
- **Using annotation tools** - provides information on how to use the annotation tools and manage the comments.
- **Using Foxit Reader Help** – provides version information and resource link to Foxit Homepage.
- **Appendixes** – provides auxiliary information on keyboard shortcuts and UI language.

What's New in Foxit Reader 2.0

New Features in Version 2.0

Foxit Reader 2.0- offers many exciting new features that make it easy to fill in interactive form filler, download add-ons on demand, switch UI languages dynamically, and support JavaScript. The Upgrader easily keeps program files and its components up to date, the improved printing speed has been optimized, and the UI has been streamlined.

Related Subtopics:

- [Interactive form](#)
- [On-demand download of add-ons](#)
- [Multi-language UI support](#)
- [JavaScript add-on](#)
- [Self-upgrade](#)
- [Improved printing speed](#)
- [Streamlined UI](#)

Interactive form filler

Now you don't have to print out PDF forms first and then manually fill out paper forms. Instead, you can use PC to fill out interactive forms directly, and then print them out, save them, email them or export the form data into FDF file for further processing.

Multi-language UI that can be dynamically switched

The user interface of Foxit Reader now can be switched to different languages dynamically, thanks to the generous help from our user community.

On-demand download of add-on

With add-ons, the function of Foxit Reader can be extended unlimitedly. Advanced feature modules and seldom-used modules are packed as add-on to be downloaded when needed.

Self-upgrade

In the past, when you want to upgrade Foxit Reader, you have to frequently visit Foxit website, check for new release, and then manually download the new version, uninstall the old version and re-install the new version. Now this whole process is simplified and you only need to click on the menu item "Check for update now".

JavaScript support

Advanced users are able to use Javascript to create complex logic for PDF forms, to validate user input and process data.

Improved printing speed

Printing a PDF file with many images on it to a PostScript printer used to be slow. Version 2.0 has been optimized for such printing.

Streamlined UI

Version 2.0 comes with a neat UI. Annotation tool buttons are grouped together and no longer being showed on several toolbars.

Installation

System Requirements

Foxit Reader runs on the following Windows operating system :

- Windows NT 4.0 (SP5 or later)
- Windows 98
- Windows 2000
- Windows ME
- Windows XP
- Windows Server 2003

Installing Foxit Reader

You can visit Foxit Software Company's website:

<http://www.foxitsoftware.com/downloads/> to download the latest version of Foxit Reader for free. After you have downloaded the "foxitreader.zip" file to your computer, all you need to do is UNZIP and DOUBLE CLICK on the FoxitReader.exe application file. You can start using it right away! You will be amazed at the instant installation.

If you download the Setup.exe, you need to install the program:

Step One: Download FoxitReaderSetup.exe Application File

- Visit Foxit Software Company's website: <http://www.foxitsoftware.com/>.
- Download Foxit Reader Pro evaluation version to your computer.

Step Two: Run FoxitReaderSetup.exe Application File

Double click FoxitReaderSetup.exe application file that you have downloaded and Foxit Reader Install Wizard will welcome you to Setup. Press Next to go forward.

Step Three: Accept the License Agreement

This program is protected by copyright law and you have to accept the License Agreement in order to proceed. Press I Agree button to continue your journey with Setup.

Step Four: Choose Installation Type

Choose one of the setup types:

1. **Default Setup** – uses default settings for all configurations, which automatically installs Foxit Reader under C:\Program Files\Foxit Software\Foxit Reader, adds all desktop shortcuts and sets Foxit Reader as default PDF reader.

Installation

2. **Custom Setup** – customizes installation configurations, which provides relevant space information, enables optional destination folder to install Foxit Reader and adds selective desktop shortcuts. You may set Foxit Reader as default PDF reader after you run the program.

Step Five: Install on Computer

Once you have decided on the installation type, follow respective steps below for different types:

- Press Default for **Default Setup** and Setup Wizard automatically installs.
- Press Custom for **Custom Setup**.
 - 1) Choose drive, specify destination folder and press **Next**.
 - 2) Select some of the following desktop shortcuts and press **Next**.
 - ✓ Add a desktop shortcut
 - ✓ Add an icon to the Start Menu
 - ✓ Add an icon to Windows Quick Launch Toolbar

Step Six: Complete and Exit Setup

- Check the box in front of Run Foxit Reader to run it immediately.
- Press Finish to exit Setup.

Uninstalling Foxit Reader 2.0

If you have installed "foxitreader.zip" file in your computer, it's simple to uninstall. Just find the folder you place the Foxit Reader.EXE application file, and delete it.

If you have installed "foxitreader.exe" file, do one of the following:

- Click **Start > Program > Foxit Reader > Uninstall**.
- Click **Start > Settings > Control Panel > Add or Remove Program** and select **Foxit Reader** to uninstall.
- Double click the file **uninstall.exe** under Foxit Reader installation directory **Drive name:\...\Foxit Software\Foxit Reader**.

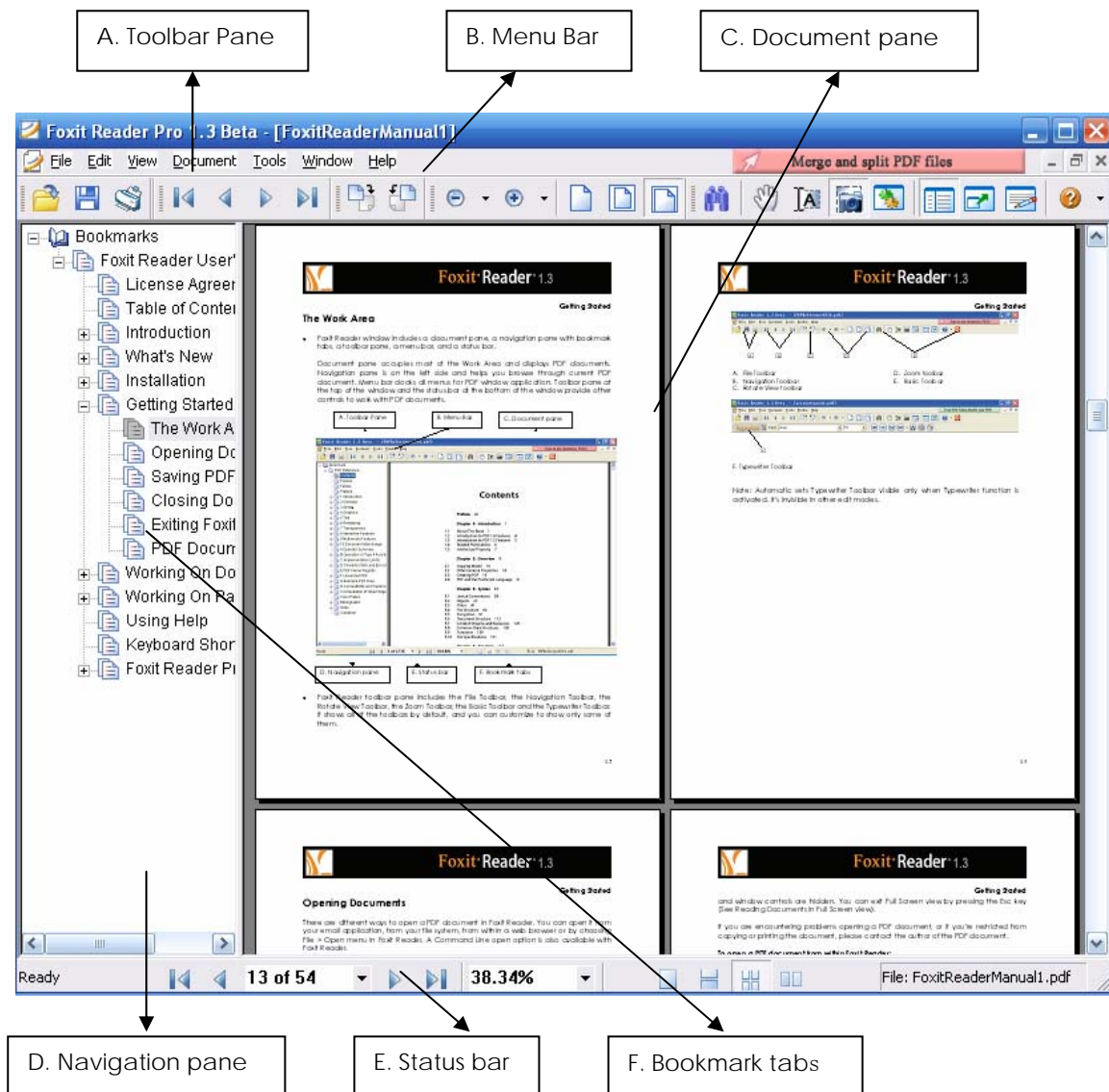
Getting Started

- The Work Area
- Opening Documents
- [Saving PDF Documents](#)
- Closing Documents
- Exiting Foxit Reader
- PDF Document Properties

The Work Area

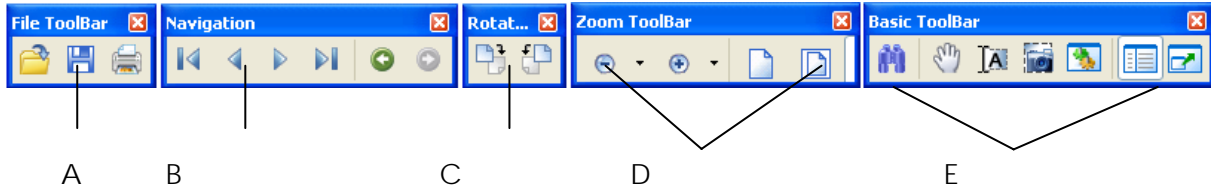
- Foxit Reader window includes a document pane, a navigation pane with bookmark tabs, a toolbar pane, a menu bar, and a status bar.

Document pane occupies most of the Work Area and displays PDF documents. Navigation pane is on the left side and helps you browse through current PDF document. Menu bar docks all menus for PDF window application. Toolbar pane at the top of the window and the status bar at the bottom of the window provide other controls to work with PDF documents.



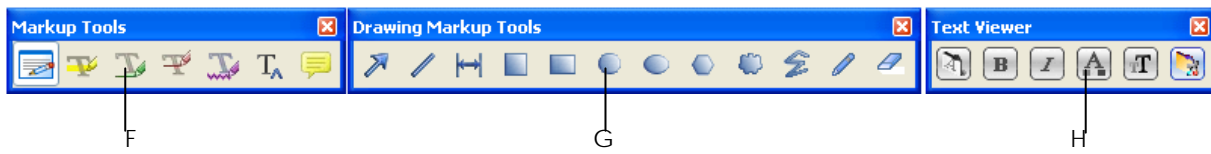
- Foxit Reader toolbar pane includes the File Toolbar, the Navigation Toolbar, the Rotate View Toolbar, the Zoom Toolbar, the Basic Toolbar and the Typewriter Toolbar. It shows all of the toolbars by default, and you can customize to show only some of

them.



- A. File Toolbar
- B. Navigation Toolbar
- C. Rotate View toolbar

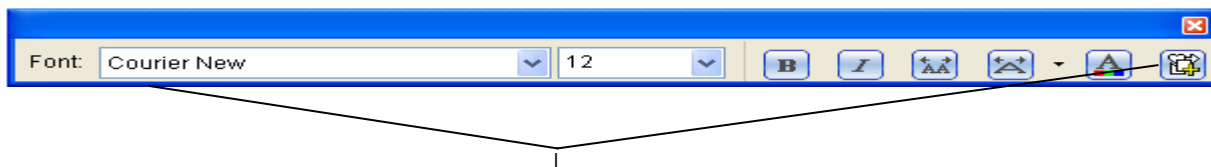
- D. Zoom toolbar
- E. Basic Toolbar



F. Markup Tools

G. Drawing Markup Tools

H. Text Viewer Tools



I. Typewriter Toolbar

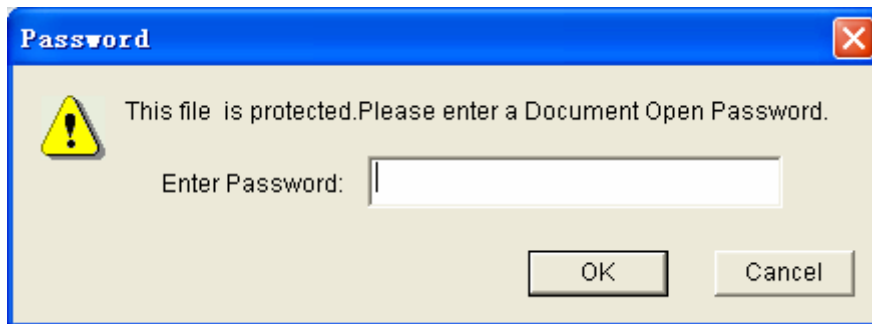
Note: Automatic sets Typewriter Toolbar visible only when Typewriter function is activated. It's invisible in other edit modes.

Opening Documents

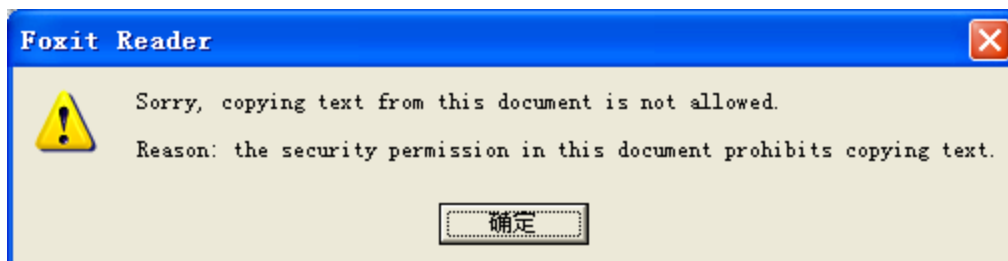
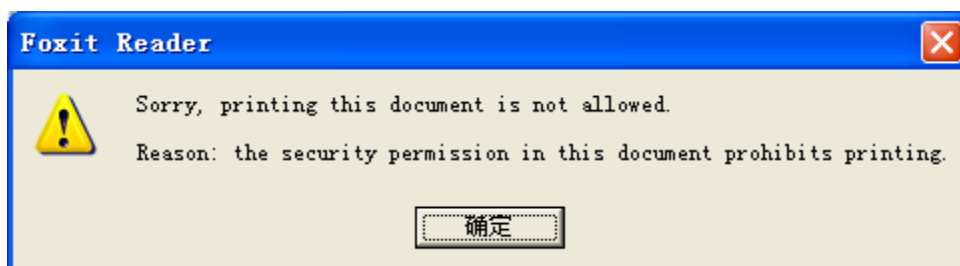
There are different ways to open a PDF document in Foxit Reader. You can open it from your email application, from your file system, from within a web browser or by choosing File > Open menu in Foxit Reader. A Command Line open option is also available with Foxit Reader.

The initial view of a PDF document depends on the document properties set by its creator. For instance, you might open a document to a particular page and/or at a particular magnification.

- When you receive a protected PDF document, you will be prompted by a dialog box to enter a password.




- If a document is encrypted, you are not able to open it without permission from the author of the document.
- In addition, restricted or certified documents may prevent you from printing a file or copying information to another application.




If a document is set to open in Full Screen view, the toolbar, command bar, menu bar,

Getting Started

and window controls are hidden. You can exit Full Screen view by pressing the Esc key or click on the BUTTON  on the upper-left of the screen. (See [Reading Documents in Full Screen view](#).)

If you are encountering problems opening a PDF document, or if you're restricted from copying or printing the document, please contact the author of the PDF document.

To open a PDF document from within Foxit Reader:

1. Do one of the following:
 - Choose File > Open, or click the Open button  on File 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 Foxit Reader window.
2. You can open more than one PDF document within the same PDF Reader application window. You can switch between documents by choosing the document name from the Window menu.

To retrieve recently opened documents from within Foxit Reader:

- Choose File > Document Name and you will get an instant retrieve of recently opened documents. Foxit Reader provides a list of four most recently opened PDF documents under File menu. You can also switch between open documents by choosing Window > Document Name.

To open a PDF document from outside Foxit Reader:

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

1. Email Application:
 - In most email applications, you can double-click the attachment icon to open the document.
2. Web Application:
 - You can open a PDF document by clicking on the PDF file link in your web browser. In this case, you can use Foxit Reader toolbars to print, search, and work on your PDF documents, because the menu commands apply to the browser and not to the PDF document.
3. File System:
 - Double-click the PDF file icon in your file system.
4. Command Line Option:
 - Choose Start > Program > Run
 - In the Open field of Run dialog box, enter Command Line standard format:

Path <file> - n [page number] - register/noregister

Getting Started

For example, if you wish to open a sample PDF named sample.pdf under drive C, with Foxit Reader installed under drive C also, to page 9, then you should type in: C:/foxitreader.exe sample.pdf - n 9

Option "**- register**" is to write Foxit Reader into your registry, and make Foxit Reader as your default PDF Reader. Vice versa, option "**noregister**" is to open Foxit Reader only, and won't write anything into your registry, nor will make Foxit Reader as your default PDF Reader.

Saving PDF Documents

Foxit Reader Pro provides you with the power to do more when saving PDF documents. You can save a PDF document without additional usage rights in many different ways.

1. To save a PDF document with Typewriter edits:
 - Choose File > Save As under the File menu.
 - Choose Document and Annotation from the Save What Option on the bottom of Save As dialog box.
 - Find the location and enter the file name, and click Save button.

2. To save a PDF document without Typewriter edits:
 - Choose File > Save As under the File menu.
 - Choose Document from the Save What Option on the bottom of Save As dialog box.
 - Find the location and enter the file name, and click Save button.

3. To save a PDF document as a text file:
 - Choose File > Save As under the File menu.
 - Choose TXT File (*.txt) from the File Type Option in the Save As dialog box.
 - Find the location and enter the file name, and click Save button.

4. To save a range of content:
 - Choose File > Save As under the file menu.
 - Choose TXT File (*.txt) from the File Type Option in the Save As dialog box.
 - Choose the content range:
 - 1) Whole Document
 - 2) Current Page
 - 3) Page Range
 - Find the location and enter the file name, and click Save button.


Note: This function is only available when you are saving the PDF document in text format.

5. To save a PDF document as other file types:
 - Choose File > Save As under the file menu.
 - Choose All File (*.*) from the File Type Option in the Save As dialog box.
 - Find the location and enter the file name, and click Save button.

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



Closing Documents

To close a PDF document, simply do one of the following:

- Choose File > Close
- Click the small Close button  on the up right corner of the document window
- Press shortcut key Ctrl + W

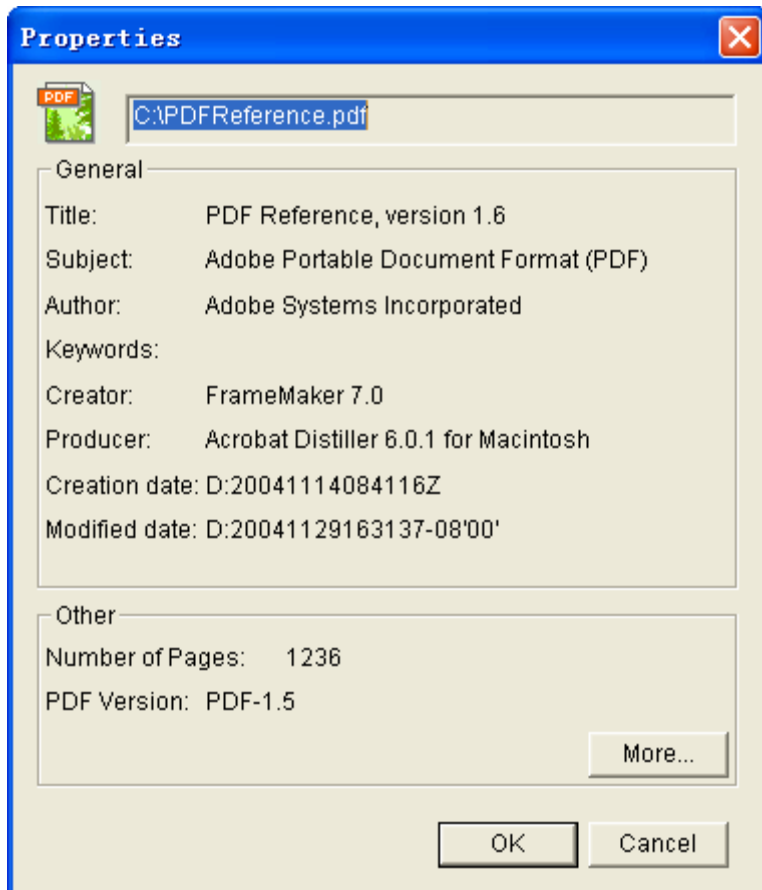
Exiting Foxit Reader

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

- Choose File > Exit
- Click the Exit button  on Basic Toolbar or the big Close button  of Foxit Reader application window.
- Press shortcut key Ctrl + Q

PDF Document Properties

You can view document properties by choosing File > Properties. You can acquire all relevant information as follows:



Working On PDF Documents

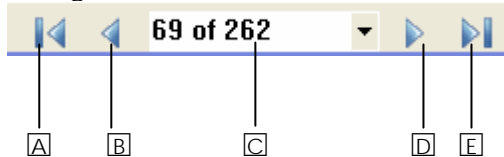
- [Navigating in Documents](#)
- [Adjusting the View of Documents](#)
- [Customizing the Work Area](#)
- [Setting Preferences](#)
- [Working with Non-English Languages in PDF Files](#)

Navigating in Documents

Foxit Reader provides user-friendly controls to navigate through PDF documents. You can navigate in PDF documents by paging through or by using navigational tools.

1. Paging through documents:

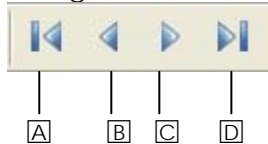
1) Navigation Controls on Status Bar:



- A. First Page button
- B. Previous Page button
- C. Current page

- D. Next Page button
- E. Last Page button





2) Navigation Controls on Navigation Toolbar:



- A. First Page button
- B. Previous Page button

- C. Next Page button
- D. Last Page button

3) To go to another page, do one of the following:

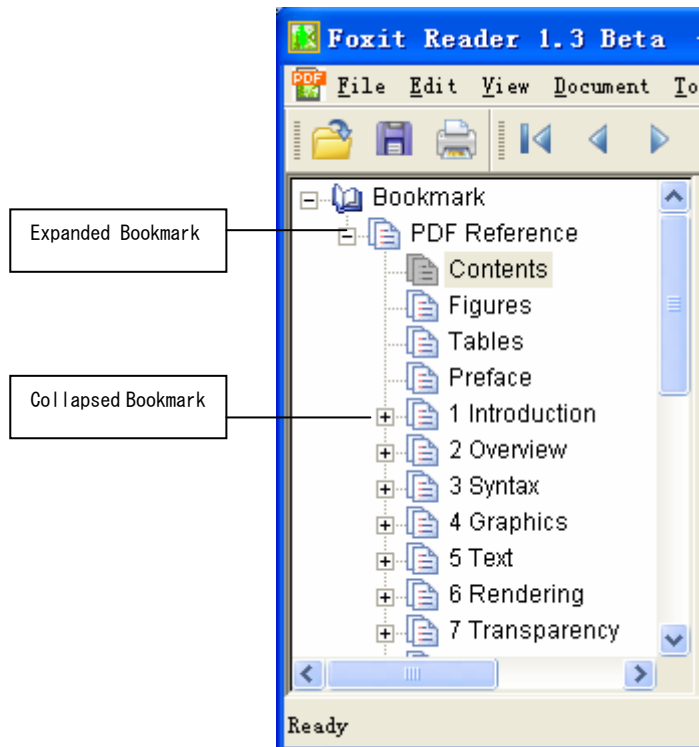
- To go to the first or last page, click the First Page button  or the Last Page button  on Navigation Toolbar. You can also click the First Page button or the Last Page button on the Navigation Controls on Status Bar at the bottom of the window.
- To go to next or previous page, click the Next Page button  or the Previous Page button  on Navigation Toolbar. You can also click the Next Page button or the Previous Page button on the Navigation Controls on Status Bar at the bottom of the window.
- Use the Menu bar and choose Document > First Page, Previous Page, Next Page or Last Page to go to the desired pages.
- Click the pointer on the Document Pane, press the Page Up or Page Down keys or use the Up Arrow or Down Arrow keys to move up or down a page.
- Scroll the Mouse Wheel to navigate around the document.
- Press Shift + Space to scroll the page up or press Space to scroll the page down.


4) To jump to a page by its number, do one of the following:

- Drag the vertical scroll bar of the window application until the desired page number appears.
- Select the Current Page Number Box in the Status Bar, type the desired page number and press Enter.
- Use the Menu bar and choose Document > Go To Page, type the desired page number in the Go To Page dialog box prompted, and then press Enter.



2. Navigating with bookmarks:

Bookmarks provide a table of contents and usually represent the chapters or sections of a PDF document. Bookmark tabs always appear in the navigation pane on the left of the window.



- 1) You can jump to a topic using its bookmark. Click on the plus sign (+) next to a parent bookmark to expand it. Click on the minus sign (-) next to a bookmark to hide its children.
- 2) To show or hide bookmarks, do one of the following:
 - Choose View > Bookmark to show or hide bookmarks.
 - Right-click the Work Area, choose Bookmark to show or hide bookmarks.
 - Click the Bookmark button  on Basic Toolbar
 - Press shortcut key ALT + 1 to show or hide bookmarks.
3. **Navigating with links**

Links take you to another location in current document, or to locations in other documents or websites. Clicking a link on PDF documents is just the same as in other applications. You can follow a link by doing the following:


 - 1) Select the Hand tool  on Basic Toolbar.
 - 2) Position the pointer over the link until the pointer changes to a pointing finger  and then click the link.

Note: When the Hand Tool changes to a pointing finger with "W" , it means the link points to the web.

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 page layout and orientation.

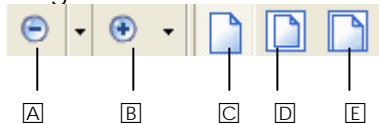
1. Adjusting the page position:

Select the Hand tool  on Basic Toolbar or right click the Document Pane and choose Tools > Hand Tool. You can move around the page to view all areas of it. If the page is zoomed in to a high magnification, drag the page left or right to view different area.

2. Magnifying and reducing the view

You can use either the Toolbar or the Status Bar to magnify or reduce the view of PDF documents.

1) Magnification Tools on Toolbar





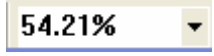
- | | |
|-----------------------|---------------------|
| A. Zoom Out Button | D. Fit Page Button |
| B. Zoom In Button | E. Fit Width Button |
| C. Actual Size Button | |

2) Magnification Tools on Status Bar





Magnification Percentage


3) To increase or decrease magnification, do one of the following:

- Click the Zoom In button  or the Zoom Out button  on Zoom Toolbar, or select a magnification percentage from the Toolbar.
- Right-click the Document Pane and choose Zoom In or Zoom Out.
- Click the magnification percentage area  on the Status Bar, type a new percentage, and press Enter.
- Right-click the Document Pane and choose Zoom To. You will be prompted to a Zoom To dialog box. Type a new percentage, and press Enter.
- Choose Tools > Zoom In Tool or Zoom Out Tool or right-click the Document Pane and choose Tools > Zoom In Tool or Zoom Out Tool. With this Zoom Tool you can click to magnify the page in a continuous manner.

4) To resize a page to fit the window:

- To resize the page to fit entirely in the window, choose View > Fit Page, or click the Fit Page button  on Zoom Toolbar, or Right-click the Document Pane and choose Fit Page.
- To resize the page to fit the width of the window, choose View > Fit Width, or click the Fit Width button  on Zoom Toolbar or Right-click the Document

Pane and choose Fit Width. Part of the page may be out of view as a result of this addition.

- 5) To return a page to its actual size:
 - Choose View > Actual Size, or click the Actual Size button  on Zoom Toolbar.
 - Right-click the Document Pane, choose Actual Size.
- 6) Keyboard shortcuts for resizing the document
 - Press Ctrl + 1 for Actual Size
 - Press Ctrl + 2 for Fit Page
 - Press Ctrl + 3 for Fit Width







3. Setting the page layout and orientation

Changing page layout is especially useful when you want to zoom out to get an overview of the document layout. Foxit Reader provides 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.

Illustration: Comparing Single Page, Continuous, Continuous Facing, and Facing page layouts



- 1) To set page layout, do one of the following:
 - Choose View > Page Layout, and then choose Single Page, Continuous, Facing, or Continuous Facing.
 - Click the Single Page button , the Continuous button , the Continuous Facing button , or the Facing button  on the Status Bar.
 - Right-click the Document Pane, choose Page Layout and then choose Single Page, Continuous, Facing, or Continuous Facing.
- 2) To rotate the page view, do one of the following:
 - Choose View > Rotate View > Clockwise or Counterclockwise.
 - Click the Rotate Clockwise button  or Rotate Counterclockwise button  on Rotate View Toolbar.
 - Right-click the Document Pane, choose Rotate View, and then choose Clockwise or Counterclockwise.


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

changes in page view.

4. Reading documents in Full Screen view

In Full Screen view, Foxit Reader Document Pane fills the entire screen, with Menu Bar, Toolbar, Status bar, and Navigation Pane hidden behind. The mouse pointer remains active in Full Screen view so that you can click on links. You can also use keyboard shortcuts for navigational and magnification controls.

1) To read documents in Full Screen view, do one of the following:

- Choose View > Full Screen
- Click the Full Screen View button  on Basic Toolbar
- Right click the Work Area and select Full Screen

2) To page through documents in Full Screen view, do one of the following:

- Press Down Arrow or Up Arrow key to scroll down the page
- Press Left Arrow or Right Arrow and Page Up or Page Down key to page through the document.

3) To exit Full Screen view:


- Press Esc key or
- Click the Exit Full Screen button  on the Full Screen view

5. Reading documents in Reverse View

Choose View > Reverse View to read documents in a backward order.

Customizing the Work Area

With Foxit Reader, you can change the appearance of the Work Area to suit your needs and working style. You can show or hide the Menu Bar, the Toolbars and the Navigation Pane. You can also select toolbars and decide the arrangement of them according to your personal needs.

- To show or hide the Menu Bar, do one of the following:**
 - Choose View > Menu Bar, and then check or uncheck the Menu Bar menu. A check mark indicates that the Menu Bar is displayed.
 - Right-click the Work Area, and then check or uncheck the Menu Bar menu.
- To hide Toolbars, do one of the following:**
 - Choose View > Toolbar > Hide Toolbars.
 - Right-click the Work Area, and then choose View > Toolbar > Hide Toolbars.
- To show Toolbars, do one of the following:**
 - Choose View > Toolbar > Show Toolbars.
 - Right-click the Work Area, and then choose View > Toolbar > Show Toolbars.
- To customize Toolbar arrangements, do the following:**
 - Drag to move the gripper bar , which is on the left edge of a toolbar.
 - Position the Toolbar on the work area and release the mouse button.
 - Choose View > Toolbars > Dock All Toolbars, or right-click the pointer on Toolbar area and choose Dock All Toolbars.
 - Choose View > Toolbars > Reset Toolbars, or right-click the pointer on Toolbar area and choose Reset Toolbars.
- To customize the display of Toolbars, do the following:**
 - Choose View > Toolbars > File, or right click the document pane and choose View > Toolbars > File. A check mark indicates that the File Toolbar is displayed.
 - Choose View > Toolbars > Navigation, or right click the document pane and choose View > Toolbars > Navigation. A check mark indicates that the Navigation Toolbar is displayed.
 - Choose View > Toolbars > Rotate View, or right click the document pane and choose View > Toolbars > Rotate View. A check mark indicates that the Rotate View Toolbar is displayed.
 - Choose View > Toolbars > Zoom, or right click the document pane and choose View > Toolbars > Zoom. A check mark indicates that the Zoom Toolbar is displayed.
 - Choose View > Toolbars > Basic, or right click the document pane and choose View > Toolbars > Basic. A check mark indicates that the Basic Toolbar is displayed.

Note: You can't choose to display or hide the Typewriter Toolbar. Automatic sets Typewriter Toolbar visible only when Typewriter function is activated and it's invisible under other edit modes.

-
6. **To show or hide the Status Bar, do one of the following:**
 - Choose View >Status Bar, and then check or uncheck the Status Bar menu. A check mark indicates that Status Bar is displayed.
 - Right-click the Work Area, and then check or uncheck the Status Bar menu.

 7. **To change the display of the Navigation Pane, do one of the following:**
 - Drag its right border to change the width of the Navigation Pane.
 - You can show or hide Navigation Pane by showing or hiding the bookmarks (See [Showing or hiding Bookmarks](#))

Setting Preferences

You can set your own preferences in Foxit Reader to define a default page layout and customize your application. The custom-made preferences, which control the application on your system, are not associated with any PDF documents in particular.

1. Using Preferences dialog box:

- Choose Edit > Preferences
- Select one of the preference categories from the list on the left of the dialog box.
- Select preference options for that feature, and then click OK. Click Cancel to leave the settings unchanged.

2. Setting Document Colors:

The Document Colors of the Preferences dialog provides different color schemes to replace document colors. Automatic uses the setting of the PDF document.

- 1) Use Windows Color Scheme: Sets document colors according to the color scheme of your window.
- 2) Custom Color: Changes the color of Page Background and Document Text.
- 3) Change Only the Color of Black/White Content: Changes only the Black/White text and leave the colored text unchanged.

3. Setting Page Display preferences

The Page Display panel of the Preferences dialog box includes following options:

- 1) Page Display
 - A. Default Page Layout
 - Sets the page layout when you first open a document. Automatic uses the setting of the PDF document.
 - B. Display Transparency Grid
 - Displays a grid behind transparent objects.
 - C. Custom Facing
 - The Default Facing for page layout is 2 pages. You can check the Custom Facing box and set the facing layout to your own preference.
 - D. Custom Margin
 - Sets the margins between different pages with Facing or Continuous Facing page layout. Automatic uses margins of 0.1 inch.
 - E. Display Texts Optimized for LCD Screen
 - Optimally adjusts text display that best suits your monitor.
- 2) Magnification
 - A. Default Zoom
 - Sets the magnification level for PDF documents when they are first opened. This value overrides document settings. Automatic uses the setting of the PDF

document.

- B. Max Fit Visible Zoom
 - Sets the maximum magnification level for the fit visible view and for viewing articles.

4. Setting General Preferences

The General Preferences setting provides options on Snapshot Selection and Printer Font.

- 1) Fixed Resolution for Snapshot Selection
 - Use Fixed Resolution for Snapshots - Sets the resolution used to copy the image captured with the Snapshot tool. Automatic uses 72 pixels as default resolution.
- 2) Printer Graphics
 - Print Texts as Graphics (Ignore Font Substitution) – Sets the text font as graphics and printout fonts are exactly like the text fonts. Automatic allows quick print where Printer Font is substituted.

Working with non-English languages in PDF files

If you try to open PDF files for which the correct language font kits haven't been installed on your computer, you will automatically be prompted by Foxit Reader to download and install the required language font kits. As soon as you have the correct font kits installed on your computer, Foxit Reader lets you view, search, and print PDF documents with Asian (Traditional and Simplified Chinese, Japanese, and Korean) language text.

Note: To open language specific PDF files with Foxit Reader, Non-English Language Font Kits must be installed under the same directory that Foxit Reader application file FoxitReader.exe resides.





Working on PDF Pages

- [Copying PDF Contents](#)
- [Finding Text in PDF Documents](#)
- [Switching Between Basic Tools](#)
- [Printing PDF documents](#)

Copying PDF Contents



You can use Foxit Reader to select text, a table, an image in a PDF document and copy it to the Clipboard. You can then paste the copied item on Clipboard to another application.

1. Copying text

- 1) Changing the pointer from Hand Tool  mode to Select Text mode  or :
 - Choose Tool > Select Text or
 - Click the Select Text button  on Basic Toolbar.
- 2) Selecting the text you want to copy:
 - Position the cursor on text and it will change to an I-beam pointer; select complete lines or words you want to copy.
 - Position the cursor on the area other than text and it will change to a Select Text pointer; click and drag a rectangular area of text you want to copy. You can do text copies of incomplete lines.
- 3) Copy text to Clipboard by doing one of the following:
 - Choose Edit > Copy to copy the selected text.
 - Right-click the Document Pane and choose Copy to copy the selected text.
- 4) To paste the selected text on Clipboard to another application, follow the Paste command of the specific application.

2. Copying tables

You can use Foxit Reader to select text, a table, an image in a PDF document and copy it to the Clipboard. You can then paste the copied item on Clipboard to other applications.



- 1) To copy text from a table:
 - Use the Select tool to select text in the table.
 - Choose Edit > Copy or Right-click the Document Pane and choose Copy to copy the selected text.
 - Paste the text into an open document in another application.
- 2) To copy a table as an image using the Snapshot tool:
 - Choose Tool > Snapshot or click the Snapshot tool  on Basic Toolbar and the pointer automatically changes to a Cross Hair .
 - Drag a box around the rows and columns to be copied. As soon as you click OK, the selection is copied automatically to the Clipboard.
 - Paste the selection into an open document in another application.

Note: Once the table is copied as a bitmap image; it is no longer editable. But you can change the resolution of Snapshot image on preference setting. (See [Setting General preferences > Fixed Resolution for Snapshot Selection](#))

3. Copying images

You can use the Snapshot tool to copy and paste individual images in a PDF document to the Clipboard, to another application, or to a file using the Snapshot Tool.



To copy an image:

- Choose Tool > Snapshot or click the Snapshot tool  on Basic Toolbar and the pointer automatically changes to a Cross Hair .
- Drag a box around the image. As soon as you click OK, the selection is copied automatically to the Clipboard.
- Paste the selection into an open document in another application.

4. Copying and a combination of text and images as an image

You can use the Snapshot tool to copy the contents of a selection (text, an image, or both) to the Clipboard or to another application. Both text and images are copied as an image.


To copy a combination of text and images as an image:

- Choose Tool > Snapshot or click the Snapshot tool  on Basic Toolbar and the pointer automatically changes to a Cross Hair .
- Drag a box around the text, images, or a combination of both.
- Open a file in another application and paste the copied selection directly to the target document.






Finding Text in PDF Documents

Foxit Reader provides handy tools to find texts. You can use the Find Text command and type the text you are looking for. You can limit your search by choosing the options offered on the Find Text dialog box.

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


1. Choose Edit > Find Text or click the Find Text button  on Basic Toolbar.
2. Type the text in the Find What field.
3. Select the search options to limit your search:
 - Match Whole Word Only: limits the search to match only whole words.
 - Match Case: makes the search case-sensitive.
 - Direction – Up or Down: sets the search order from the beginning to the end or vice versa.
4. Press Find Next button.
5. Press Find Next shortcut key F3 to continue searching same text content.

Switching Between Basic Tools

The Foxit Reader Basic Toolbar includes the Find Text Tool , the Hand Tool , the Select Text Tool , the Snapshot Tool  and the Typewriter Tool . You can switch between these basic modes by choosing commands under the Menu Bar or clicking the individual icons on Toolbar. Only one mode can be chosen each time. They can not be obtained simultaneously.

Printing PDF documents

Foxit Reader has most of the print options that are available in other window applications. You can start by choosing File > Print Setup to select the printer, page size, page orientation, and other general printing options.

To print a PDF document in particular, choose File > Print or click the Print button  on File Toolbar and choose the options from different setup sections on the Print dialog box:

1. Printer

- Choose a printer from the list at the top of the Print dialog box.
- Click Properties to set printer driver options.

2. Print Range

- 1) Print All – Prints all pages on the PDF document.
- 2) Current View – Prints the area that is currently visible in the current view window. You can print texts, tables, images or combination of all of them within the current view. But it is only available on Single Page layout.
- 3) Current Page – Prints the page where your pointer is currently clicked on.
- 4) Page From/To – Prints a range of pages.
- 5) Subset – Provides options for setting noncontiguous page range.
 - All Pages in Range – Prints all the pages.
 - Odd Pages Only – Prints only pages with odd numbers.
 - Even Pages Only – Prints only pages with even numbers.
- 6) Reverse Pages – Provides an option to reverse the print order and you can start printing from the end to top.

3. Print Handling

- 1) Print Copies – Sets numbers of copies you want to print.
- 2) Print Collate – Assembles the printouts in proper numerical or logical order when printing several copies. When printing one copy, the Collate option turns grey and inactive.
- 3) Page Scaling - reduces, enlarges, or divides pages when printing. You can click the Down Arrow to select the scaling size.
- 4) Page Arrange
 - None – Prints one page on one sheet.
 - Multiple Pages Per Sheet – Prints multiple pages on the same sheet of paper. When Multiple Pages Per Sheet is selected, you can specify settings for Pages Per Sheet, Page Order, Print Page Border, and Auto-Rotate Pages.
- 5) Page Rotate – Sets the page clockwise or counterclockwise
- 6) Auto Rotate - Adjusts the PDF document's orientation to match the orientation specified in the printer properties.
- 7) Auto Center - Centers the page in the imaging area.
- 8) Margins – determines the margin of columns between different pages during Multiple Pages Per Sheet printing.
- 9) Page Order - Defines how the pages are ordered on paper during Multiple Pages Per Sheet printing.
 - Horizontal - places pages from left to right, top to bottom.

Working On Pages

- Horizontal Reversed - places pages from right to left, top to bottom, which is suitable for Asian-language documents.
 - Vertical - places pages top to bottom, left to right.
 - Vertical Reversed - places pages top to bottom, right to left, which is suitable for Asian-language documents.
- 10) Pages Per Sheet - Prints a predefined number or a custom number (up to 99) of pages horizontally and vertically during Multiple Pages Per Sheet printing. If you select a predefined number from the menu, Foxit Reader automatically selects the best paper orientation. If you select Custom instead of predefined numbers, you can set your own numbers of pages per sheet. You can decide on vertical and horizontal numbers of pages per sheet.
 - 11) Print Page Border – Prints the page border of PDF pages during Multiple Pages Per Sheet printing.

Note: not all the options under Print Handling are available. They may vary depending on your setup options. Print Collate is only active when printing several copies. Page Order, Pages Per Sheet and Print Page Border options are only available when the Multiple Pages Per Sheet is selected under Page Arrange.

4. Print What

- 1) Document and Typewriter – prints the original document with Typewriter entry.
- 2) Document – prints only the original document without Typewriter entry.


5. Preview

Foxit Reader provides instant Preview on the Print dialog box. You can use the magnification tool as well as the navigation tool on the print dialog box to preview the individual pages in desired magnification level. Both the document size and the paper size are shown under the Preview.

Using Foxit Text Viewer

With Foxit Text Viewer, you can work on all PDF documents in pure text view. It allows you to easily reuse the texts scattered among images and tables in a PDF document.

1. To toggle between Text View and Preview mode:

- Choose Tool > Text Viewer or
- Click on the Text Viewer button  on Basic Toolbar or
- Press the shortcut key Alt + 9

2. To select text with Text Viewer:

- Activate Text Viewer mode.
- Position the cursor and highlight the selection or
- Right click the mouse button and choose Select All to highlight all text on current page or
- Press the shortcut key Ctrl + A

3. To copy text with Text Viewer:

- Activate Text Viewer mode and select text.
- Right click the mouse button and choose Copy to copy the text selection on current page.
- Press the shortcut key Ctrl + C

4. To find text with Text Viewer:

- Activate Text Viewer mode.
- Right click the mouse button and choose Find or press the shortcut key Ctrl + F
- Type the text in the Find What field of the Find dialog box.
- Select the search options to limit your search:
 - 1) Match Whole Word Only: limits the search to match only whole words.
 - 2) Match Case: makes the search case-sensitive.
 - 3) Direction – Up or Down: sets the search order from the beginning to the end or vice versa.
- Click the Find Next button.

Note: The Find dialog box automatically closes when all field options have been completed and Find Next button has been pressed. You can press Shortcut Key F3 to continue searching.


5. To customize text view with Text Viewer Toolbar:

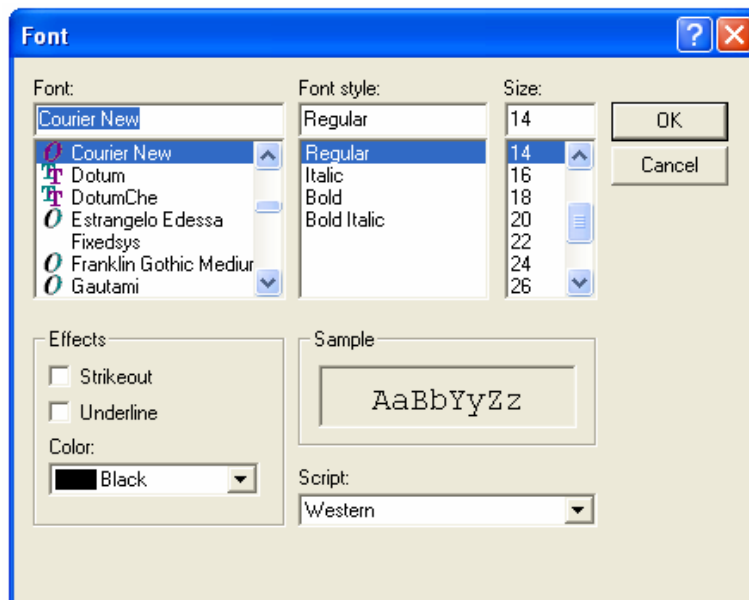
As soon as Text Viewer mode is activated, you can use the Text Viewer Toolbar to customize your text view work area; otherwise it will remain gray and inactive.

1) To show or hide the Text Viewer Toolbar, do one of the following:

- Choose View > Tools > Text Viewer, and then check or uncheck the Text Viewer menu. A check mark indicates that Text Viewer is displayed.
- Right-click the Toolbar Area, and then check or uncheck the Text Viewer menu.

2) To change text font with Text Viewer Toolbar

- Click the Font button  on Text Viewer Toolbar.
- Choose Font name, Font Style, Font Size, Effects, Color and Script from respective fields on Font dialog box. 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; while you can also use individual buttons on Text Viewer Toolbar to change font color and toggle between regular style and Bold or Italic styles.


3) To toggle between regular style and Bold style with Text Viewer Toolbar:

- Click the Bold button  on Text Viewer Toolbar.

4) To toggle between regular style and Italic style with Text Viewer Toolbar:

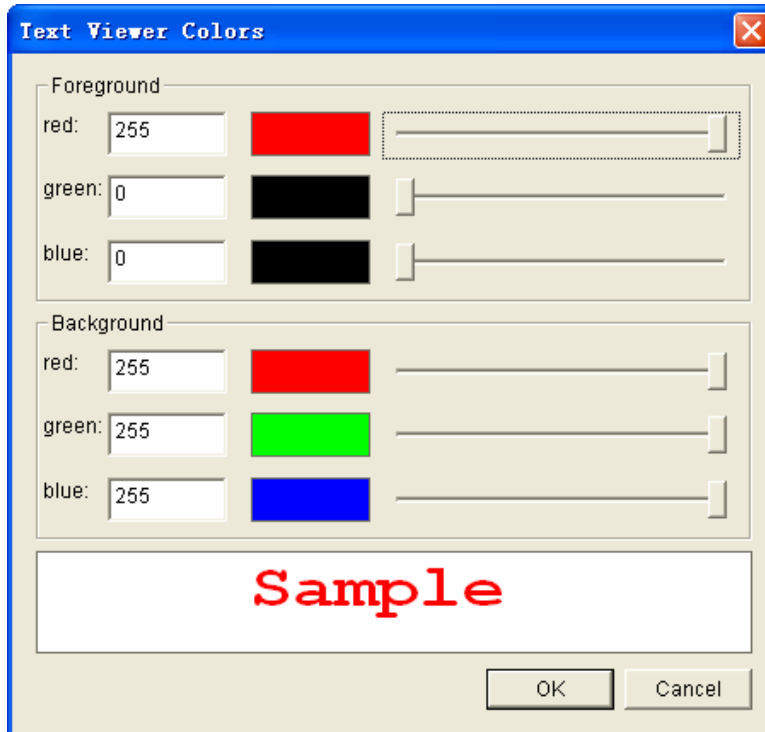
- Click the Italic button  on Text Viewer Toolbar.

5) To change the text view color with Text Viewer Toolbar:

- Click the Color button  on Text Viewer Toolbar.
- Drag respective sliders to change the Foreground (Font) Color and Background


Color

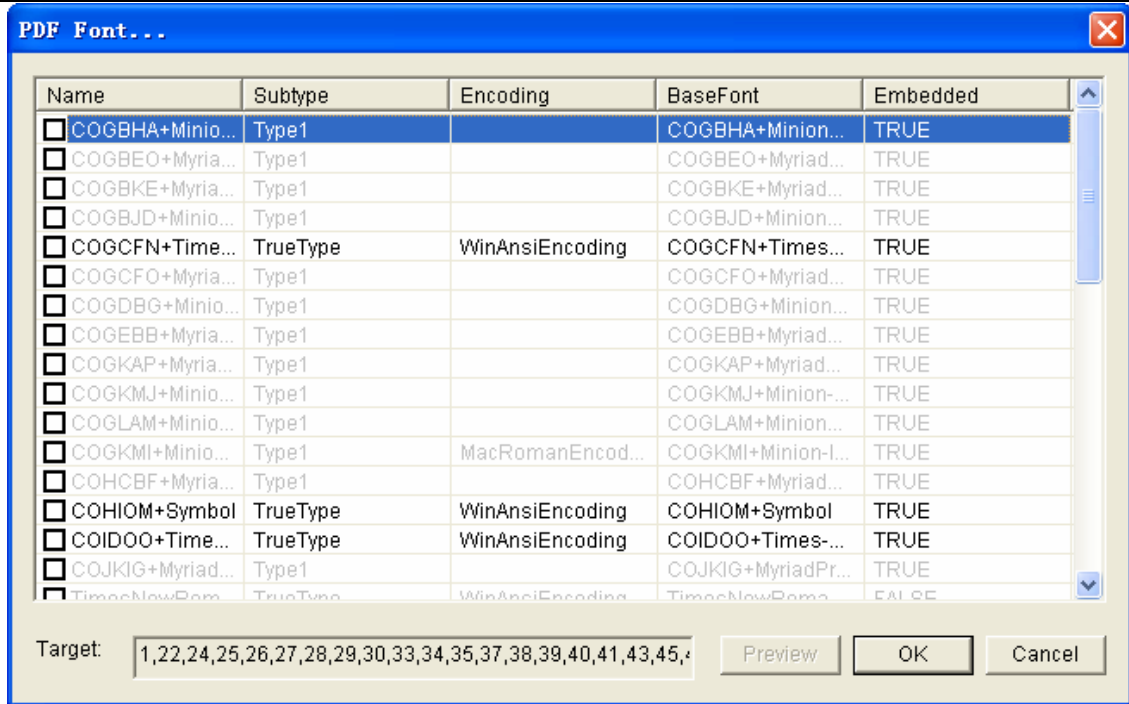
- Click the OK button to complete the procedure.



6) To view PDF font with Text Viewer Toolbar:


You can view all fonts embedded in PDF documents using the PDF Font button. The fonts are listed and sorted by Name, Subtype, Encoding, Base Font and Embedded. Do the following to view embedded font details:

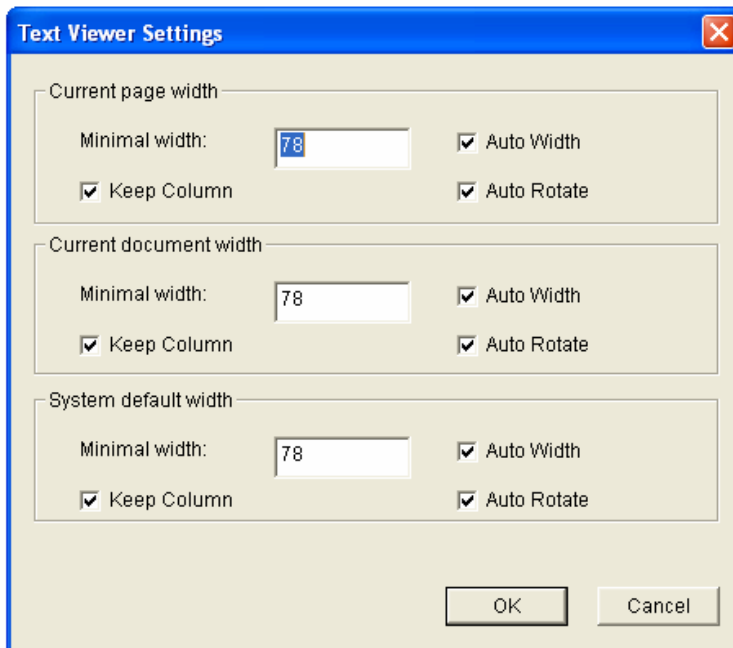
- Click the PDF Font button  on Text Viewer Toolbar.
- Highlight the individual Subtype. The Target field will display all page numbers containing the specific embedded font, based on which you can easily locate relevant font in the PDF document.
- Click the Preview button or tick the check box before individual TrueType font to further preview TrueType fonts.



Note: You can only further preview TrueType fonts, which are displayed in black in the dialog box. Other Subtype fonts are in gray and can't be further previewed.

7) To change Text Viewer settings:

- Click the Preference Setting button  on Text Viewer Toolbar.
- Check individual values in the Text Viewer Settings dialog box.



A. You can set page width at three different levels: Current Page Width, Current

Using Foxit Text Viewer

Document Width and System Default Width.

- B. You can set Minimal Width to fall on 0 – 1024 width range.
- C. For PDF Tables or text columns, you can check the Auto Width and Keep Column options to retain appropriate width and proper column in text view.
- D. You can also check the Auto Rotate box to ensure consistent orientation with that of the printer.

Note: Automatic sets Minimal Width at 78, with all the Auto Width, Keep Column and Auto Rotate boxes checked.

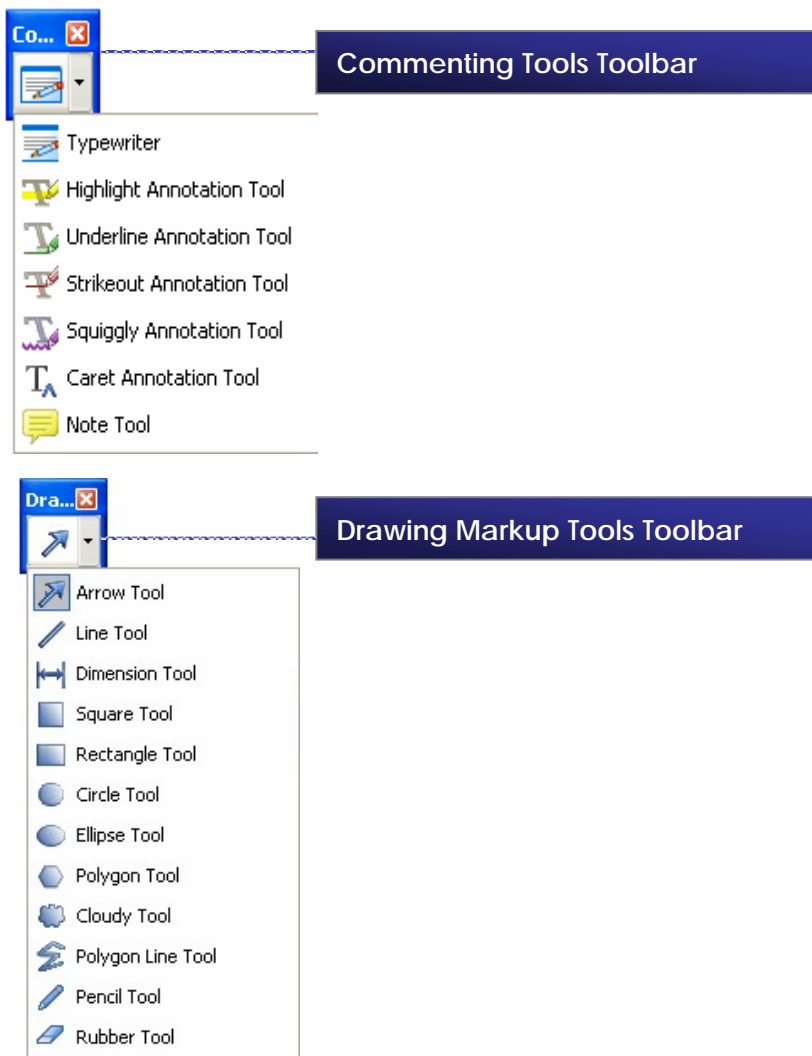
Annotating a PDF File

- [About the Annotations Tools](#)
- [Showing the Annotations toolbars](#)
- [Selecting Tools to Add Annotations](#)
- [Adding Note Comments](#)
- [Using the Typewriter Tool](#)
- [Using the Text Markup Tools](#)
- [Using the Drawing Markup Tools](#)
- [Changing the Appearance of Markups](#)
- [Marking Comments with Checkmarks](#)
- [Change the Review Status of the Comments](#)
- [Replying to Another Reviewer's Comment](#)

About the Annotating Tools

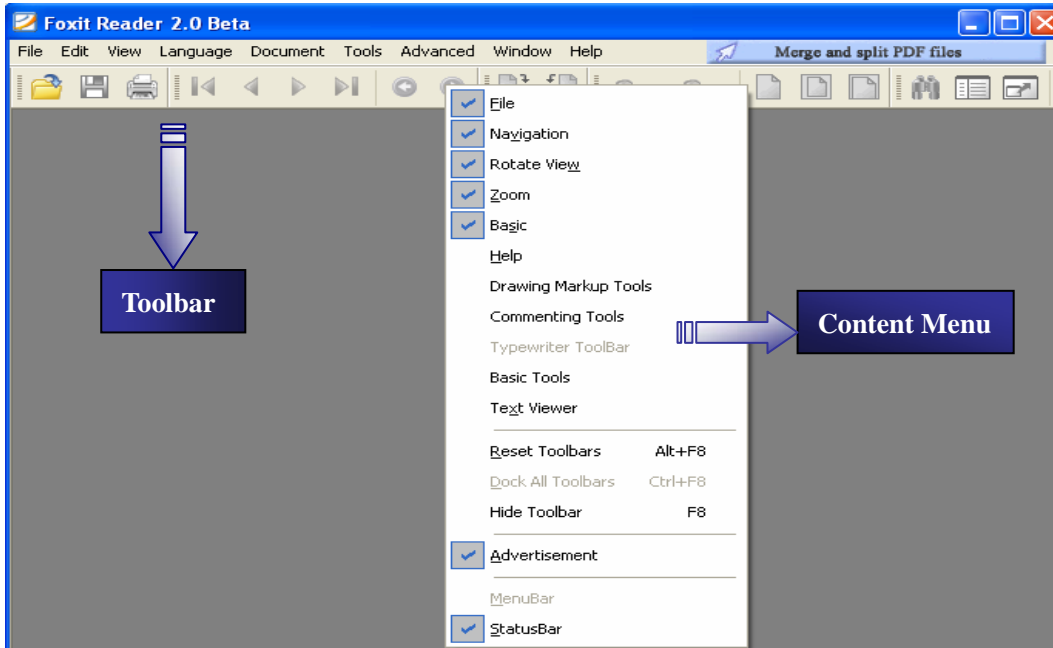
An annotation refers to any markups that you have added to a PDF document using the commenting or markup tools. Most types of annotations include a pop-up window that contains your name, the date and time you created the comment, and any text message that you type in the pop-up window.

The tools that are used to add or create comments to a PDF document are located on the Drawing Markup Tools and Commenting Tools toolbar. And these toolbars are listed under the Tools in the menu across top of the page.

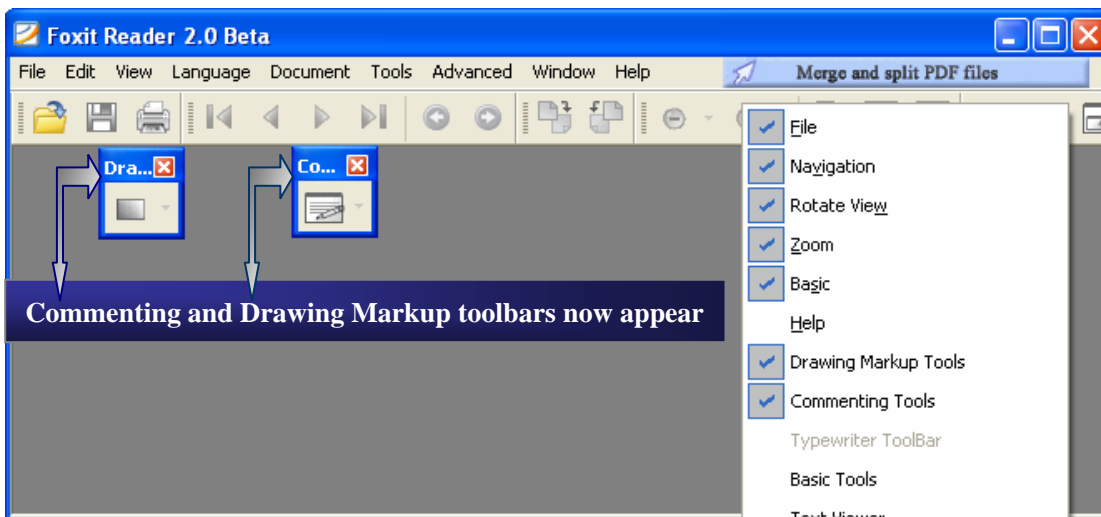


Showing the Annotations Toolbars

The Commenting Tools and Drawing Markup Tools toolbar don't appear by default unless you select them from within the Content menu by right-clicking on the toolbar.



Check the Drawing Markup Tools and/or Commenting Tools in the Content menu; this will place the Drawing Markup Tools toolbar and/or Commenting Tools toolbar on the screen, like this:



You can drag the floating toolbars onto the Toolbar.

Selecting Tools to Add Comments


The tools you want locate on the Toolbar and under the Tools menu. After you make an initial comment, the tool changes to the Hand tool so that you can move, resize, or edit your comment.

The following tools are exceptions which stay selected after you making a comment:

- Highlighting tools including Highlighting, Underline, Strikeout and squiggly annotation tools;
- Line tools including Arrow, Line, Dimension, Square, Rectangle, Circle, and Ellipse tools;
- Pencil tool.
- Typewriter Tool.


To select a tool to add a comment:

If the Commenting toolbar is hidden, see [Showing the Annotation Toolbars](#). And do one of the following:

- Drop down the **Commenting Tools toolbar** , select a type of tool you intend to use.
- Select **Tools > Commenting Tools** from the menu bar, and select a type of tool you intend to use.

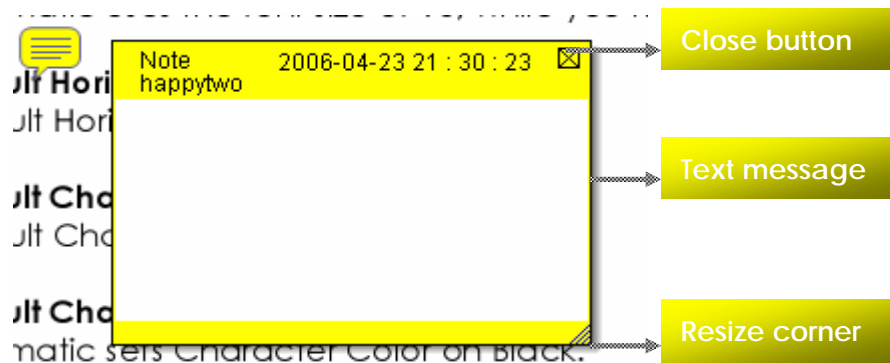
To select a tool to add a drawing markup:

If the Drawing Markups toolbar is hidden, see [Showing the Annotation Toolbars](#). And do one of the following:

- Drop down the **Drawing Markup toolbar** , select a type of tool you intend to use.
- Select **Tools > Drawing Markup Tools** from the menu bar, and select a type of tool you intend to use.




Adding Note Comments

A note comment is the most frequently used comment. You can use the Note tool to add sticky notes on any page in the document, and you can position them anywhere over the page. When you add a note comment, a note icon and a pop-up box appears. If you enter more text than is visible in the text message box, the text wraps. You can also resize the box, if desired, or change the icon and color by editing the note properties.



You can use the **Close button** to shut down the message box, use the **Text message** to type your text, and use the **Resize corner** to adjust the box size. You can also click and drag the box to a different position on the page where you want.

To add a note comment:

1. Do one of the following:
 - Select the **Note tool**  in the **Commenting Tools** toolbar .
 - Choose **Tools>Commenting Tools > Note Tool** in the menu.
2. Click where you want to place the note, or drag your mouse to draw a custom-sized box on the page.
3. Click on the box with your mouse and you can type text into the box. You can also use the **Select tool**  to copy and paste text from a PDF document into the note.
4. (Optional) Click the close button in the upper right corner of the pop-up box to close the note. Closing the pop-up box does not delete your text.

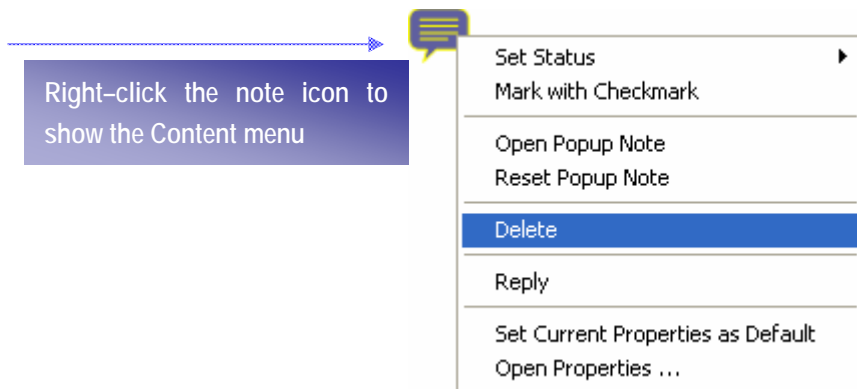
To edit a note comment:

Using Annotation Tools

1. Click or double-click the note icon to open the pop-up box, by using either the Note tool, the Hand tool, or the Select tool.
2. Do any of the following:
 - Edit the text as needed. When you are finished, click the close button in the upper right corner of the pop-up box, or double click the note icon again.
 - Choose **Properties** from the Content menu by right-clicking on the note icon, to change the note type, note color, and other note properties. (See [Changing the Appearance of Markups](#))
3. To resize a pop-up box, drag its lower right corner.

To delete a note comment:

1. Select the Note tool, the Hand tool or the Selection tool.
2. Do one of the following:
 - Click the note icon, and then hit the **Delete** key
 - Right-click the note icon, and choose **Delete** from the pop-up content menu.



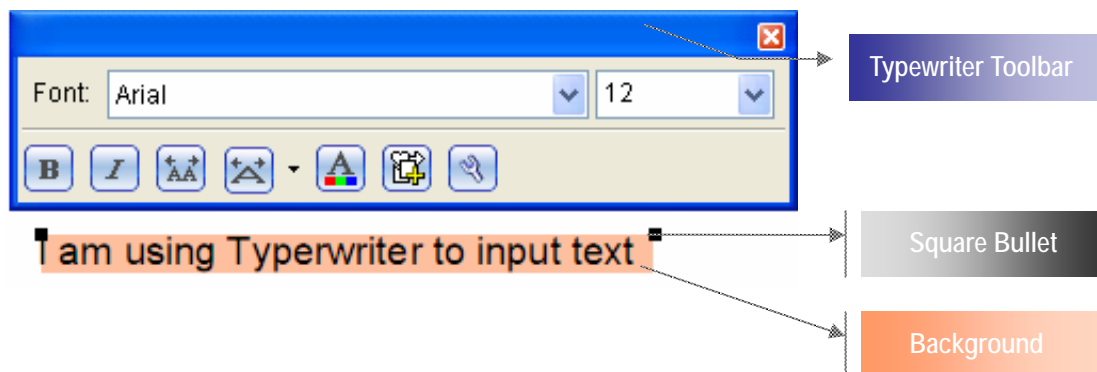
Using the Typewriter Tool

You can use the Typewriter Tool to add comment anywhere on a PDF file. When you select Typewriter tool, a toolbar appears, which allows you to edit the comment. Once you type text, the text is always between two square bullets with a background as highlight. You can drag the bullet to adjust the background to any size. And the text you input will wrap to the background size.

The Typewriter tool keeps selected after you make an initial typing. Just select other tool to end selecting.

NOTES:


- A typewriter comment remains visible on the document page; it does not close like a note comment.
- You can also use the typewriter tool to fill form. See [Filling form by Using Typewriter](#)

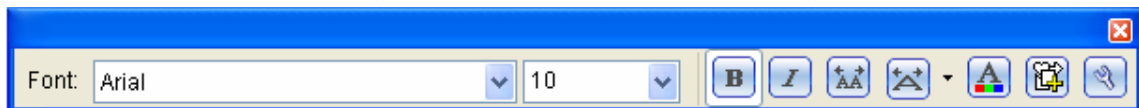


Related Topics:

- [Adding Comments by Typewriter](#)
- [Editing the Typewriter Comment](#)
- [Resizing the Background of Typewriter Comment](#)
- [Moving the Typewrite Comment](#)
- [Deleting the Typewrite Comment](#)
- [Modifying the Font Style, Size and Color of the Typewriter Comment](#)
- [Changing the Character Space and Scaling](#)
- [Inserting a Typewriter Symbol](#)
- [Setting Preference of the Typewriter](#)

Adding Comments by Typewriter

1. Choose **Tools > Commenting Tools > Typewriter** in the menu or select the **Typewriter** tool  on the Commenting Tools toolbar. The Typewriter Toolbar appears on Toolbar area.




2. Position the I-beam pointer on the area you want to add comments, and just type the text you want.

TIP: You can use Arrow cursor keys on Keyboard for accurate positioning of the I-beam pointer before typing. Press Left Arrow, Right Arrow, Up Arrow or Down Arrow for fine moving of 1 pixel. Press Ctrl + Left Arrow, Right Arrow, Up Arrow or Down Arrow for bolder moving of 10 pixels.

3. Press **Enter** if you want to start a new row, or drag the square bullet to adjust the width of the background.
4. To finish typing, click anywhere on the page.

NOTE: The background turns to a lighter shade of the same color, which is for identification of filled entries only and will be invisible when printed out.

Editing the Typewriter Comment

1. Select the **Typewriter** tool  on the **Commenting Tools** toolbar, or choose **Tools > Commenting Tools > Typewriter** in the menu.
2. Click to activate the typewriter text field and position the I-beam pointer.
3. Do any of the following:
 - If you want to delete all the existing text and input new text, just drag the cursor to select all text, and press **Delete** key, and then you can start to type text.
 - If you just want to enter new text into typewriter, use the **Backspace** or **Delete** key to delete the character before or after the I-beam pointer.
4. To finish editing, click anywhere on the page.

TIP: You can use the Arrow cursor key to move the pointer right-and-left or up-and-down.



Resizing the Background of the Typewriter Comment

- Click the right border of the current typewriter background, when the cursor pointer turns to double arrows ↔, drag and adjust the background size. The background should be no smaller than the pixels of font size.

I am using typewriter


Right border of the background

Moving the Typewriter Comment

1. Select the **Typewriter** tool  on the **Commenting Tools** toolbar, or choose **Tools > Commenting Tools > Typewriter** in the menu.
2. Click the typewriter comment you want to move, when the cursor pointer turns to squad arrow , hold down the mouse and drag the typewriter comment to the intended place.

Tip: you can use the Home and End key, or the Right & Down and Up & Down arrow key to move the cursor among characters.

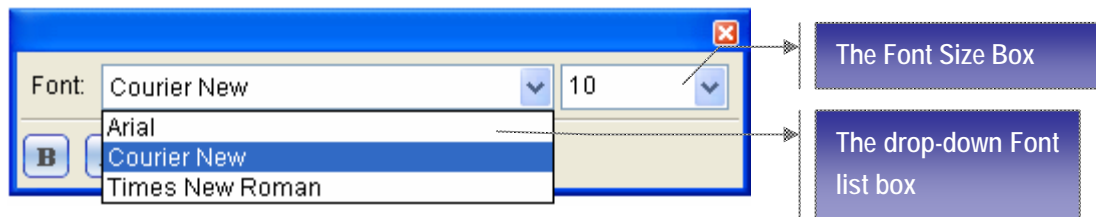
Deleting the typewriter Comment




1. Select the **Typewriter** tool  on the **Commenting Tools** toolbar, or choose **Tools > Commenting Tools > Typewriter** in the menu.
2. Position the cursor to the ending or beginning of the text, and drag the cursor to select all text, and then press the **Delete** key.

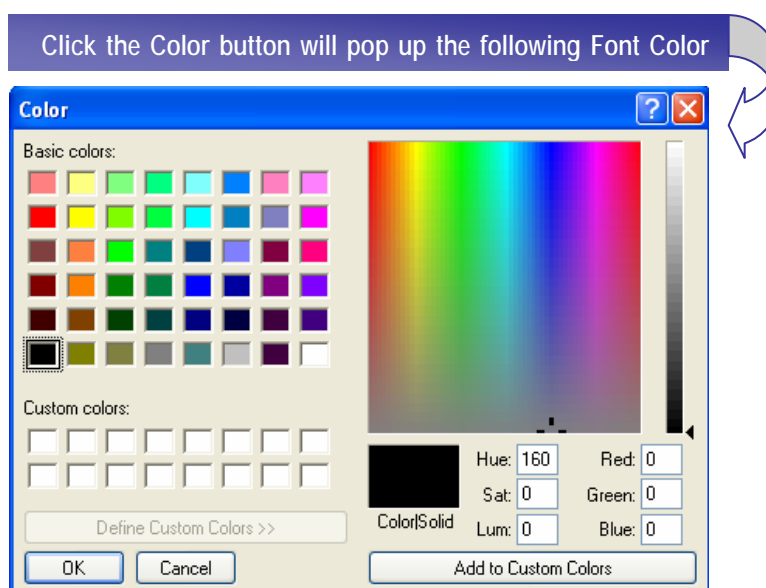


Modifying the Font Style, Size and Color of the Typewriter


- To modify font style, drop down the **Font** list box, and select the font you want. At present, there are three types of font supported: Arial, Courier New and Times New Roman.

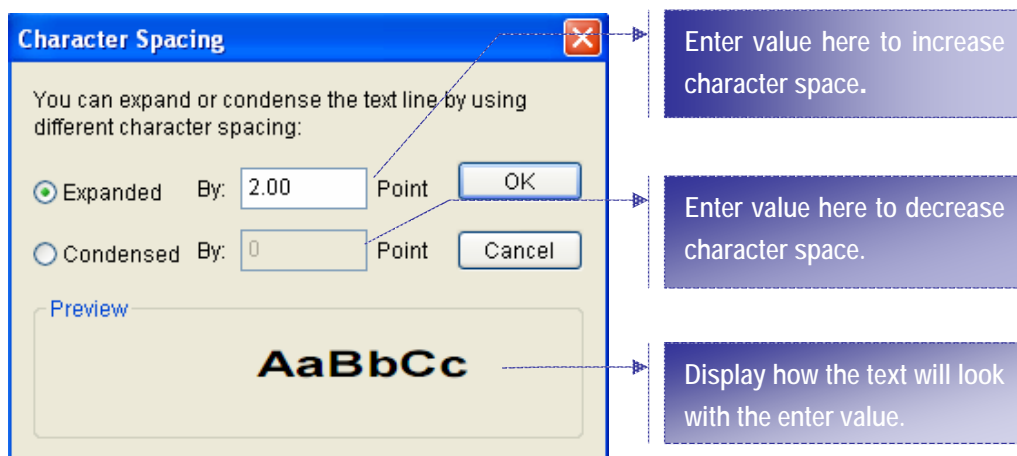


- To modify font size, drop down the **Font Size** list box on the Typewriter toolbar, and select an ideal size for your text.
- To apply the bold formatting to the current typewriter font, just click the **Bold** button  on the Typewriter toolbar.
- To apply the Italic formatting to the current typewriter font, just click the **Italic** button  on the Typewriter toolbar.
- To change the color of the current typewriter font, click the **Color** button  on the Typewriter toolbar, and select a kind of color you want to apply to.




Changing the Character Space and Scaling

- To change the character space of the current typewriter text, click the **Character Spacing** button  on the Typewriter toolbar. Character Spacing dialog box appears, and then do one of the following:
 - To increase character space, click **Expanded** check box, enter intended value in the **Point** box, and click **Ok** to change.
 - To decrease character space, click **Condensed** check box, enter intended value in the **Point** box, and click **Ok** to change.




NOTE: the valid enter value is between 0.00-32.00.

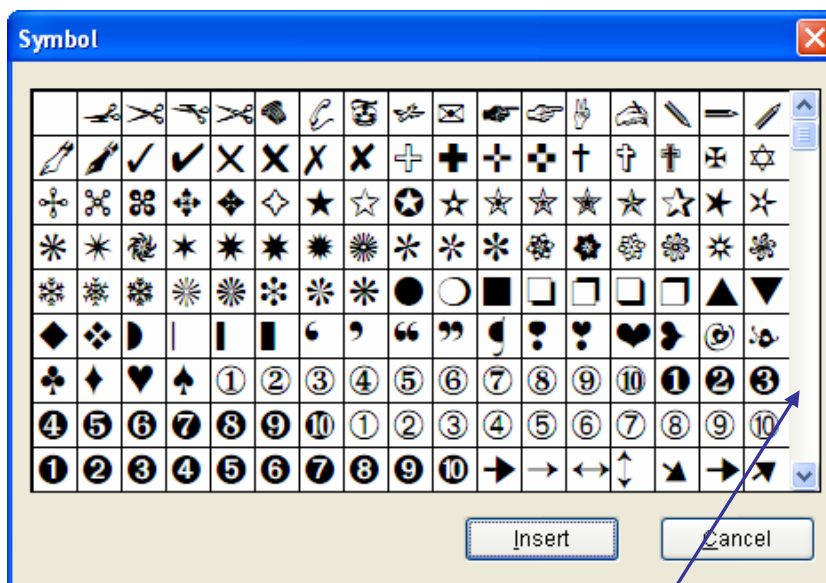
- To change horizontally the font scale of the current typewriter text, click the **Character Scaling** button  on the Typewriter toolbar, and select a percentage from the drop-down menu, or click **More** option to manually enter a custom percentage.

The image illustrates the process of adjusting text scaling in Foxit Reader. It shows a scaling drop-down menu with options: 200%, 150%, 125%, 100%, 75%, 50%, and More... A callout box points to the menu with the text "Scaling drop-down menu". Another callout box points to the "More..." option with the text "Click here to bring up the following dialog box". Below the menu is a "Horizontal Scale" dialog box. The dialog box has a title bar "Horizontal Scale" and a close button. It contains a text input field labeled "Horizontal Scale:" with the value "200.00" and a percentage sign "%". There are "OK" and "Cancel" buttons. Below the input field is a "Preview" area showing the text "AaBbCc" in a larger font size. Callout boxes point to the input field with the text "Enter a percentage value here" and to the preview area with the text "Display how the text will look with the enter percentage."

Inserting a Typewriter Symbol

1. To insert a symbol into the current typewriter text, click the Symbol button  on the Typewriter Toolbar. Symbol dialog box appears.
2. Drag the scroll bar to select the intended symbol, and then click **Insert** button.

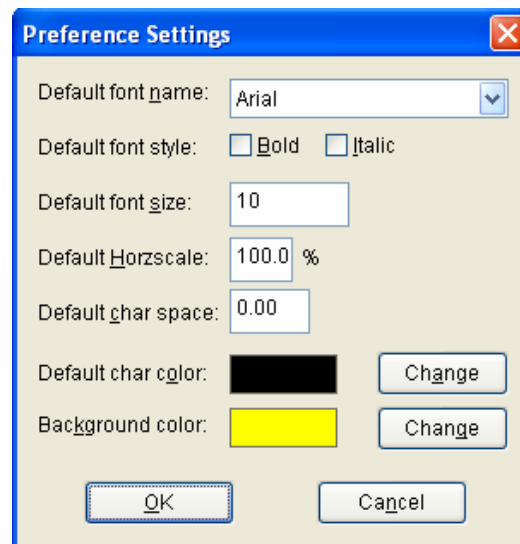
Typewriter Symbol Box



Drag the scroll bar to find an ideal symbol

Setting Preferences of Typewriter

You can use the Preference Settings in the Typewriter toolbar to define default preferences for the typewriter comment. These preferences include the following options:



Default Font Name

Let you choose a default text font for the typewriter. At present, there are three basic text fonts available: Arial, Courier New and Times New Roman. The "Arial" is the default font.

Default Font Style:

Let you check a default font style for the text. By default, none of the styles are applied.

Default Font Size:

Let you specify a default font size for the text. The default is size 10. You can type any number in the box between 4 and 144.

Default Horizontal Scale:

Stretches or compresses text horizontally as a percentage of its current size. Enter any percentage between 0 and 999. The default scale is 100%.

Default Character Space:

Expanded or condenses the paces between characters by the amount you enter in the box. The default amount is 0.

Default Character Color:

Using Annotation Tools

Allow you to select the default text color by clicking the **Change** button. The default color is black.





Default Background Color:

Allow you to select the default background color by clicking the **Change** button. The default color is yellow.

Using the Text Markup Tools

The Text Markup tools let you markup the text in PDF files. With some of the *Commenting* tools, you can either highlight text or suggest text insertion. You can use the text markup tools by themselves to annotate text in a PDF file, or conjunction with notes. For example, you may want to strikeout a section of text and then double-click the markup to add text in a pop-up box. The following is the text markup tools chart.

Text Markup Tools





Button	Tool Name	Description
	Highlight Tool	Highlights text.
	Underline Tool	Underlines text. Also provides access to the Squiggly Annotation tool.
	Strikeout Tool	Cross-outs text.
	Caret Annotation Tool	Allows you to indicate where text should be inserted.

Related Topics:

- [Highlighting, striking out, and underlining text](#)
- [Using the text insertion tool](#)



Highlighting, striking out, and underlining text

To highlight, strike out, or underline text


1. On the **Commenting Tools** toolbar, choose the **Highlight Annotation Tool** , the **Strike-Out Annotation Tool** , the **Underline Annotation Tool** , or the **Squiggly Annotation Tool** .
2. Click and drag from the beginning of the text you want to mark up.
3. (Optional) To add your comments to highlighted, stroke out, or underlined text, double click the marked text, a pop-up box appears, in the box, type your comments.

To delete a highlight, strike out, or underline markup

Do one of the following:

- Select **Hand Tool** , or select **Annotation Selection Tool**  under the **Tools** menu or from the **Toolbar**, click the markup, and hit **Delete** key; or right click the markup, and choose **Delete** from the **Content menu**.
- With the markup tool still selected, click the markup, and hit **Delete** key; or right click the markup, and choose **Delete** from the **Content menu**.
- The markup and associated pop-up Note is deleted.



Using the text insertion tool

You can use text insertion tool – Caret tool  to indicate where the text should be inserted.

To indicate where text should be inserted:

1. On the **Commenting Tools** toolbar, choose the **Caret Annotation Tool**.
2. Click between the words or characters where you want to insert text.
3. In the pop-up box that appears, type the text to be inserted.












To delete the insertion markup:

1. Select the **Caret Annotation Tool**, the **Hand Tool** , or the **Annotation Selection Tool** .
2. Do one of the following:
 - Click the caret markup, and hit the **Delete** key.
 - Right-click the caret markup, and choose **Delete** from the pop-up **Content menu**.

Using the Drawing Markup Tools

You can use the drawing tools to mark up a document with lines, rectangles, ovals, arrows, and other shapes, called *drawing markups*. You can also add a note to the pop-up window of any drawing markup. Drawing tools appear on the Drawing Markups toolbar. The following is the drawing markup tools chart.

The drawing markup tools

Button	Tool Name	Description
	Arrow Tool	Draws a straight arrow shape.
	Line Tool	Draws a straight line shape.
	Dimension Tool	Draws a double-sided arrow that can be used to suggest width or alignment.
	Rectangle Tool	Draws a rectangled shape in your PDF file.
	Circle Tool	Draws a rounded shape in your PDF file.
	Ellipse Tool	Draws an oval shape in your PDF file.
	Polygon Tool	Creates a closed shape with multiple segments.
	Polygon Line Tool	Creates an open shape with multiple segments.
	Cloudy Tool	Creates a cloud drawing.
	Pencil Tool	Creates free-form drawings.
	Rubber Tool	Removes the pencil markups that you scrub.

Related Topics:

- [Adding a Drawing Markup](#)
- [Deleting a Drawing Markup](#)
- [Changing the Appearance of a Drawing Markup](#)



Adding a Drawing Markup

1. To select a drawing tool, choose one of the following:
 - Select **Tools > Drawing Markup Tools** in the menu bar, and select a drawing tool.
 - Right click the toolbar and select to show the **Drawing Markup Tools**, and then select a drawing tool.
2. Add a markup to the PDF document:
 - If you're drawing a rectangle or oval, drag across the area where you want the drawing comment to appear.
 - If you're drawing a line, drag across the area where you want the line to appear. If you're drawing an arrow, the arrow pointer appears where you begin drawing.
 - If you're drawing a polygon or polygon line, click a starting point, move the pointer and click to create a segment of the polygon, and then continue clicking to create segments of the polygon. When you finish drawing the polygon, click the starting point or double-click to close the shape. Double-click to end a polygon line.
 - Use the same method to draw a cloud. When you finish, the cloud shape appears.

NOTE: To draw a straight, press Shift while you draw the markup. Make sure that you don't release Shift before you release the mouse button.
3. (Optional) Once the desired markup is created, comments may be added. Using the Annotation Selection tool or Hand tool, double-click the markup to open the pop-up window, and type a note.
4. Click the close button in the pop-up box.

Deleting a Drawing Markup

Do one of the following:

- With the markup tool still selected, click the markup, and hit Delete key; or right click the markup, and choose Delete from the Content menu.
- Select **Hand Tool**  , or select **Annotation Selection Tool**  under the Tools menu or from the Toolbar, click the markup, and hit **Delete** key; or right click the markup, and choose **Delete** from the Content menu.

Changing the Appearance of a Drawing Markup

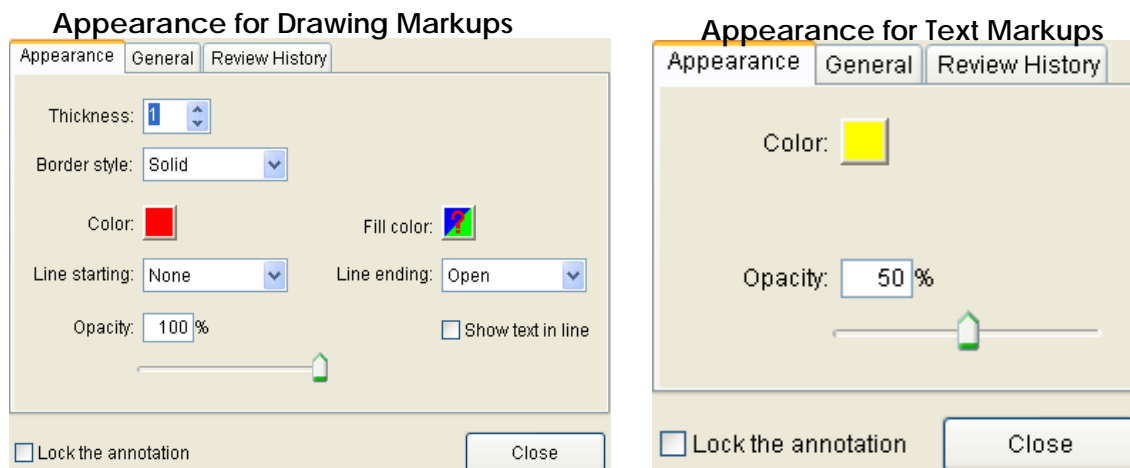
- Right-click the drawing markup, and then choose **Open Properties**. Change options on the **Appearance tab**. (See [Changing the Appearance of Markups](#).)

Changing the Appearance of Markups

If annotation is enabled in a PDF document, you can change a markup's color and other properties using the Properties dialog box.

To set properties for a single markup using the Properties dialog box:

1. Right-click the note icon or markup, and then choose **Open Properties** to display the Properties dialog box.
2. In the Properties dialog box, do any of the following, and then click Close:
 - Click the **Appearance** tab to change such options as the color and type of icon used. The type of markups selected determines which options are available.
 - Click the **General** tab to change the author's name and subject of the current comment.
 - Select the **Review History** tab to see the history of changes people have made to the status of a comment during a review. (See Changing the review status of comments.)
 - Select Locked at the bottom of the Properties dialog box to prevent a comment from being edited or deleted.



To specify default properties for markups

You can set default properties for any type of current markup so that subsequent comments you create share the same icon and color properties.

- Using the Hand tool, or the Annotation Selection tool, or with the current comment tool selected, right click the note or markup, and select **Set Current Properties as Default** in the pop-up Content menu.

Marking Comments with Checkmarks

Comments can be used to indicate whatever you like. For example, you can use them to keep track of which comments you have read or which ones you want to remember. Checkmarks are for your personal use and do not appear when others view the PDF document unless you change the status of comments. (See Changing the review status of comments.)

To mark or remove comments with checkmarks:

- Right click a comment and select the Mark with Checkmark or Remove Checkmark in the pop-up Content menu.

Changing the review status of the comments

You can change the review status of markups to Accepted, Rejected, Cancelled, or Completed. Changing the review status is useful when you want to show or hide only a certain set of comments, and when you want to let review participants know how you are going to handle the comment.

To change the status of a comment:

- With the Hand tool or Annotation Selection tool selected, right click a comment you want to change its status, choose **Set Status > Review** from the pop-up Content menu, and then select an option.

To view a markups' history of changes:

- Right-click the markup, and then choose **Open Properties**.
- In the Properties dialog box, click the **Review History tab** to see the history of status changes people have made to a markup.

Replying to another reviewer's comments

To respond to other reviewers' comments, use the Reply option from the right-click Content menu.


To reply to another reviewer's comment in the pop-up box:

1. Using the Hand tool or Annotation Selection tool, open the pop-up box for the comment.
2. Right click the text message window, and select **Reply this topic**.
3. Type your reply in the text box that appears in the pop-up window.

To delete the reply message

- In the note pop-up window, right click the Text message window and click **Delete** this topic.

Using Foxit Reader Help

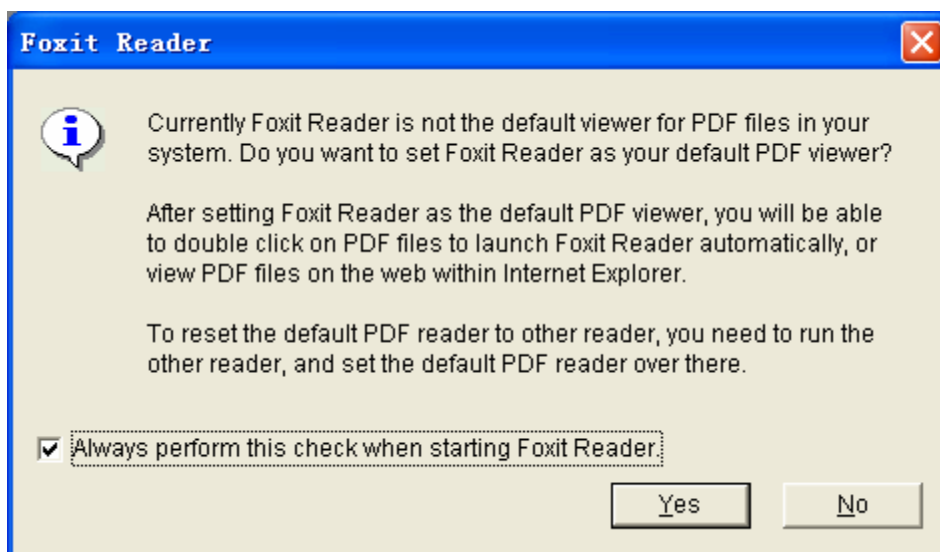
You can use the Help menu or click on the Help button  on Basic Toolbar to check for updates, check the version information and set Foxit Reader as your default viewer for PDF files. Resource link to Foxit Homepage is also provided on the Help menu.

Checking for Updates Now...

Select **Help>Check for Updates Now...** will keep you track the newest updates for your program.

Setting the Default PDF Reader

- You can set Foxit Reader as your default viewer for PDF files in your system by choosing **Help > Set to Default PDF Reader** or
- Choose **Yes** when you launch Foxit Reader and are prompted by following dialog box:



Foxit Software Homepage

Choose **Help > Foxit Software Homepage** and you will be automatically directed to Foxit Software Company website.

About Foxit Reader

You can acquire the version information by choosing **Help > About Foxit Reader**.

Appendices

Keyboard Shortcuts

1. File Keys

Action	Hot Key
Open File	Ctrl + O
Close File	Ctrl + W
Save As	Ctrl + Shift + S
Close All	Ctrl + Shift + W
Print Document	Ctrl + P
Exit Foxit Reader	Ctrl + Q

2. View Keys

Action	Hot Key
Bookmark	Alt + 1
Full Screen	Alt + 2
Zoom In	Ctrl + Num +
Zoom Out	Ctrl + Num -
Zoom To	Ctrl + M
Actual Size	Ctrl + 1
Fit to Page	Ctrl + 2
Fit Width	Ctrl + 3
Rotate Clockwise	Ctrl + Shift + Plus
Rotate Counterclockwise	Ctrl + Shift + Minus
Reset Toolbars	Alt + F8
Dock All Toolbars	Ctrl + F8
Hide Toolbars	F8

3. Edit Keys

Action	Hot Key
Copy	Ctrl + C
Find Text	Ctrl + F
Find Next	F3
Preferences	Ctrl + K

4. Tool Keys

Action	Hot Key
Hand Tool	Alt + 3
Zoom Out Tool	Alt + 4
Zoom In Tool	Alt + 5
Select Text	Alt + 6
Snapshot	Alt + 7
Typewriter	Alt + 8

5. Document Keys

Action	Hot Key
First Page	Home
Previous Page	Left Arrow
Next Page	Right Arrow
Last Page	End
Go to Page	Shift + Ctrl + N
Select All	Ctrl + A
Page Down	Space
Page Up	Shift + Space

List of Supported UI Languages

✓ Arabic	* Latvian
✓ Bulgarian	* Lithuanian
✓ Chinese-Simplified	* Norwegian
✓ Chinese-Traditional	* Portuguese_Brazilian
✓ Czech	* Romanian
✓ Dutch	* Slovenian
✓ English	* Swedish
✓ French	* Hebrew
✓ German	* Thai
✓ Japanese	* Valencian
✓ Korean	* Hungarian
✓ Polish	* Catalan
✓ Portuguese	* Danish
✓ Russian	* Estonian
✓ Spanish	* Finnish
✓ Turkish	

Note : Languages with “ ✓ ” ahead are available to use, and with “*” represents they are in the course of translation or waiting for local Foxit Reader user to help translate.