

foxit



Quick Guide

Foxit® Reader

For OS X

Contents

Contents	II
Chapter 1 Get Started	1
Foxit Reader Overview	1
System Requirements	1
Install Foxit Reader	1
Uninstall Foxit Reader	2
Update Foxit Reader	2
Workspace	2
Chapter 2 View PDF Files	4
Open a PDF File	4
Adjust PDF Views	4
Search and Find Text	6
Navigate PDF Files	6
Chapter 3 Comment	9
Overview	9
Add Comments in the PDF File	9
Manage Comments	12
Join Cloud-based Shared Review	13
Chapter 4 RMS Encryption and Decryption	15
Overview	15
Prerequisites	15
RMS Encryption	15
RMS Decryption	18
Change RMS Account	18
Contact Us	19

Chapter 1 Get Started

- [Foxit Reader Overview](#)
- [System Requirements](#)
- [Install Foxit Reader](#)
- [Uninstall Foxit Reader](#)
- [Update Foxit Reader](#)
- [Workspace](#)

Foxit Reader Overview

Foxit Reader is an easy-to-use PDF reader that lets you read, annotate, and protect PDF documents on your OS X system.

Key Features

- High quality PDF rendering for viewing
- Add comments and annotations in PDF files with a full set of feature rich annotation tools
- Decrypt and encrypt Microsoft Active Directory® or Azure Rights Management Services protected PDF files
- Search text to find specific information
- Easily navigate PDF files by page, bookmark, or thumbnail
- Flexibly view PDF files in Single Page, Continuous Page, or Rotate View mode
- Participate in cloud-based shared reviews

System Requirements

Foxit Reader runs successfully in the following systems:

- OS X 10.8
- OS X 10.9
- OS X 10.10

For users utilizing the Active Directory Rights Management Service, the following systems will run successfully:

- OS X 10.9
- OS X 10.10

Install Foxit Reader

Double click the executable file you downloaded, and then follow the step-by-step instructions in the Installation Wizard to install Foxit Reader on your computer.

Uninstall Foxit Reader

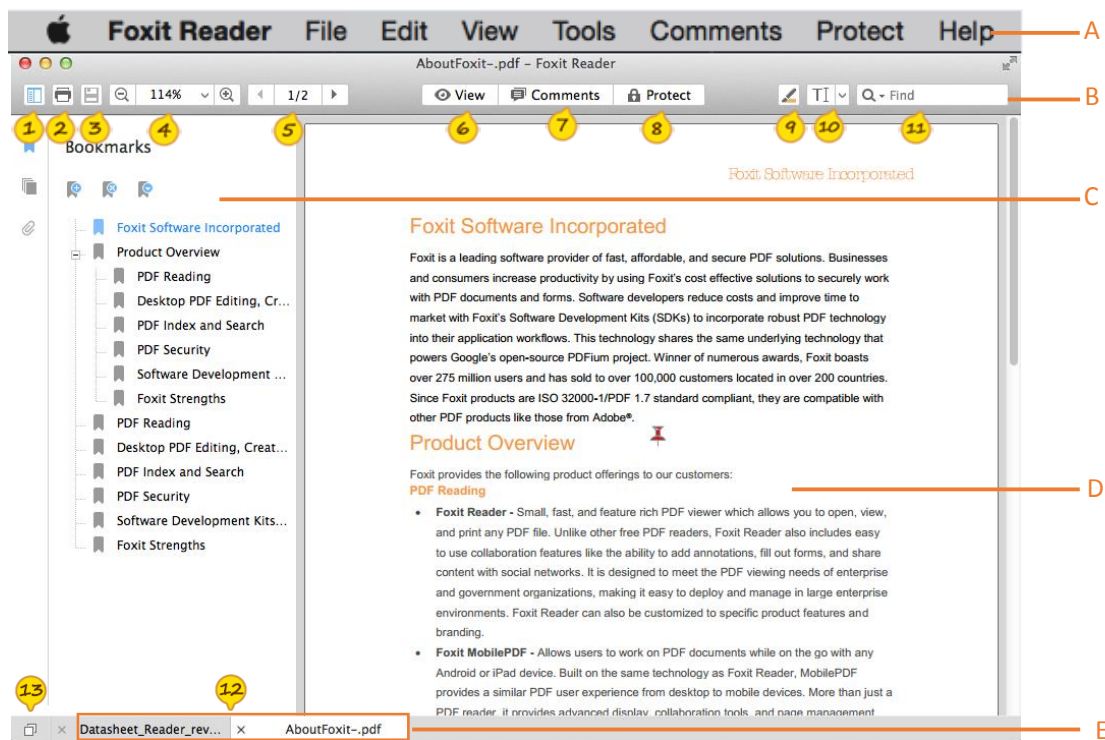
Double click the **Uninstaller** file in the Foxit Reader installation directory.

Update Foxit Reader

You can choose one of the following options to update Foxit Reader:

- Go to **Help > Check for Updates Now** to check and update Foxit Reader to the latest version.
- Go to **Edit > Preferences > Updater**, and check the **Automatically check for updates (Recommended)** option to update Foxit Reader automatically whenever a newer version is available.

Workspace





Generally, Foxit Reader's interface includes five parts: Menu bar, Common Tools toolbar, Navigation Panel, Document Pane, and Tab bar.

A. Menu bar: Includes the major menus of Foxit Reader. You can find all the tools and commands to render PDF pages, page objects, annotations, and forms here.

B. Common Tools toolbar: Contains commonly used tools in Foxit Reader.

1 Navigation panel icon: Show or hide the navigation panel.



- 2 Print: Print the currently opened PDF file.
 - 3 Save: Save the changes you made to the PDF file.
 - 4 Zoom tools: Zoom in or out of the PDF file.
 - 5 Page navigation tools: Jump to the specific page of the currently opened PDF file.
 - 6 View: Change the page display mode or page orientation.
 - 7 Comments: Add comments to the PDF file.
 - 8 Protect: Decrypt and encrypt Microsoft Active Directory® or Azure Rights Management Services protected PDF files with the optional Foxit RMS plug-in.
 - 9 Highlight: Highlight the selected text.
 - 10 Typewriter: Add text to the PDF file.
 - 11 Find: Search the document to find specific text.
- C. Navigation Panel: Display Bookmark panel and Page panel to help you navigate in the PDF file easily.
- D. Document Pane: Display the currently opened PDF file.
- E. Tab bar: Display multiple PDF files in tabs. You can go back and forth between PDF files by using the Document tab . You can also click  to check recently opened PDF files.

Chapter 2 View PDF Files

- [Open a PDF File](#)
- [Adjust PDF Views](#)
- [Search and Find Text](#)
- [Navigate PDF Files](#)


Open a PDF File

Please choose one of the following to open a PDF file with Foxit Reader:

- Choose **File > Open** > select the PDF file in the **Open** dialog box > click **Open**.
- Launch Foxit Reader, then drag and drop the PDF file in the Foxit Reader workspace.
- Right click the PDF file, and choose **Open With Foxit Reader**.
- If you have set Foxit Reader as the default PDF reader, you can double click the PDF file directly to open it with Foxit Reader.
- Click  on the lower left corner of the main interface > click  > select the PDF file > click **Open**.

Adjust PDF Views

Change the Page Display Mode

- Click  in the Common Tools toolbar;
- Choose one of the following options:

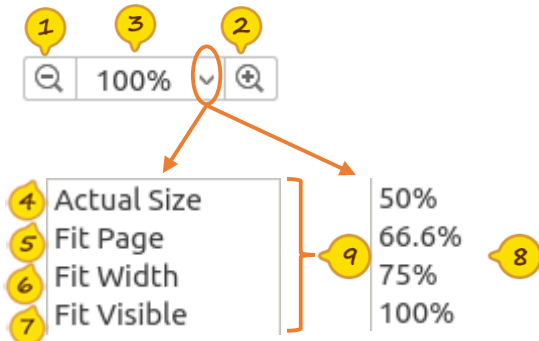


- 1 Single Page: Display one page at a time.
- 2 Continuous: Display the pages in a continuous vertical column.
- 3 Facing: Display two pages side by side at a time.
- 4 Continuous Facing: Display facing pages side by side in a continuous vertical column.

Tip: Alternatively, you can choose **View > Page Display**, and then select the desired mode from the drop-down menu.

Resize the Page View

Use the Zoom tools in the Common Tools toolbar to adjust the zoom level of the page.



- 1 Zoom Out: Zoom out of the page.
- 2 Zoom In: Zoom in the page for a clearer view.
- 3 Zoom To: Resize the page to a specific zoom level 8 or make the page fit the window 9.
- 4 Actual Size: Display the page in its actual size.
- 5 Fit Page: Resize the page to fit entirely in the document pane.
- 6 Fit Width: Resize the page to fit the width of the window. Part of the page may be out of view.
- 7 Fit Visible: Resize the page to make the text and images fit the visible width of the window, removing the margins.

Tip: Alternatively, you can choose **View > Zoom**, and then choose one option from the drop-down menu to adjust the zoom level. You can also pinch with two fingers to zoom in or out on the PDF file with Mac trackpad.

Rotate the Page View

Do one of the following to rotate the view of the document pages:




- Go to **View > Rotate View > Rotate Right** or **Rotate Left**.
- Click **View** in the Common Tools toolbar > choose **Rotate Left** or **Rotate Right**.
- Right click the document, and choose **Rotate Right** or **Rotate Left**.
- Move two fingers around each other with Mac trackpad.

Note: Foxit Reader allows you to rotate pages in 90-degree increments. Pages are rotated for viewing purposes only, and no changes to page orientation will be saved to the PDF file.

Search and Find Text

Use the Find tools in the Common Tools toolbar to search and find text.



- Input text in the search box.
- Click , and check the following option(s) if needed:
 - A. Case-Sensitive: Make the search case sensitive.
 - B. Whole Word Only: Limit the search to match only whole words.
- Press **Enter** to search the text in the currently opened PDF file.
- Click  or  to jump to the previous or next search result.

Navigate PDF Files

Jump to a Specific Page


Use the page navigation tools in the Common Tools toolbar to jump to a specific page easily.




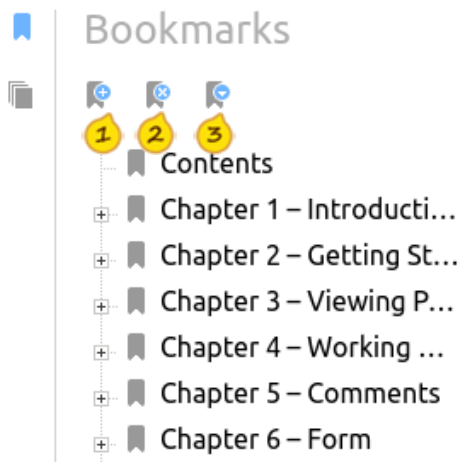
- 1** Page indicator: Shows the current page and the total number of pages of the opened PDF file.
You can input the page number and press **Enter** to jump to the page specified.
- 2** Previous Page: Jump to the previous page.
- 3** Next Page: Jump to the next page.

Tip: Alternatively, you can go to **View > Go to**, and then choose one option from the drop-down menu to jump to a specific page. From the drop-down menu, you can also choose to jump to the first page or the last page of the PDF file.

Jump to a Specific Chapter by Bookmark

- Click  in the Common Tools toolbar to open the Navigation panel if it is hidden;



- Click the Bookmark button  on the Navigation pane to open the Bookmarks pane;
- Click the bookmark to jump to the specific chapter.



Additional actions in the Bookmarks pane:

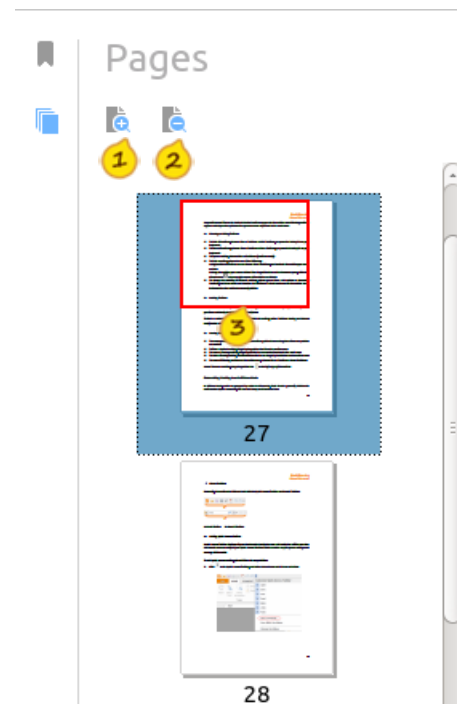
- 1 Add a bookmark: Save the current view as a bookmark.
- 2 Delete the bookmark: Delete the selected bookmark.
- 3 Expand/Collapse: Expand or collapse all bookmarks.

Jump to a Page by Thumbnail

- Click  in the Common Tools toolbar to open the Navigation page if it is hidden;
- Click the Page button  on the Navigation pane to open the Page pane;
- Click the thumbnail to jump to the specific page.



Additional actions in the Pages pane:

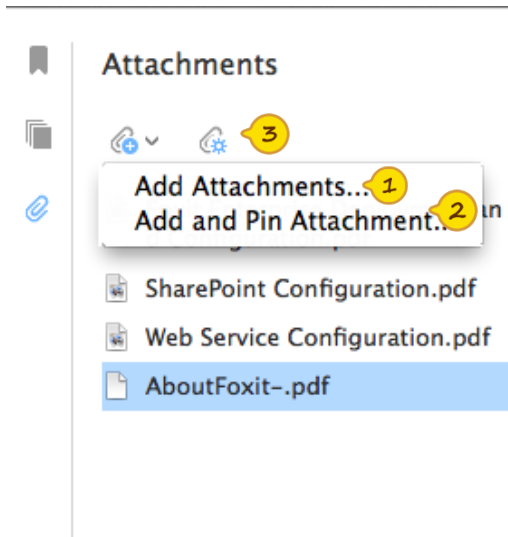
- 1 Enlarge Page Thumbnail: Enlarge the size of the page thumbnail.
- 2 Reduce Page Thumbnail: Reduce the size of the page thumbnail.
- 3 Rectangle box: The red rectangle box shows the current visible area of the page. You can drag and move the red rectangle box to move to another location on the current page. Besides, you can drag the resize handle on the bottom right corner of the red box to resize the visible area of the current page.



Open a File Attachment

Open a file attachment embedded in a PDF file

- Click  in the Common Tools toolbar to open the Navigation pane if it is hidden;
- Click the Attachment button  on the Navigation pane to open the Attachments pane;
- Double click the file that you want to open with Foxit Reader.
- In the **Open File Attachment** dialog box, choose the option as desired, and click **OK**.



Additional actions in the Attachment pane:

- 1** Add Attachments: Add a file attachment to the PDF file.
- 2** Add and Pin Attachment: Add a file attachment, which will also display a pin icon, to the PDF file.
- 3** Settings: Manage file attachment security settings in the Preferences.

Open a file attachment pinned in the PDF file

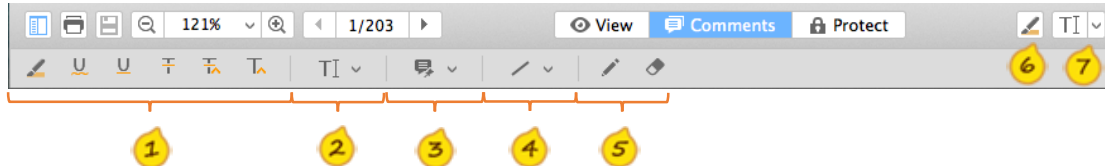
The file attachment pinned in the PDF file is usually displayed with a pin icon. You can double click the pin icon to open it with Foxit Reader.

Chapter 3 Comment

- [Overview](#)
- [Add Comments in the PDF File](#)
 - ◇ [Add a Text Markup](#)
 - ◇ [Add a Note Comment](#)
 - ◇ [Add a Drawing Markup](#)
 - ◇ [Draw a Free-form Shape](#)
 - ◇ [Add a Line of Text](#)
- [Manage Comments](#)
 - ◇ [Change the Appearances of Comments](#)
 - ◇ [Move the Comments](#)
 - ◇ [Delete the Comments](#)
- [Join Cloud-based Shared Review](#)

Overview


Foxit Reader provides a full set of feature rich tools to help you comment on PDF files easily. Comment tools include the Text Markup tools, Typewriter, Note tool, and Drawing Markup tools.



- 1 Text Markup Tools: Add text markups to the PDF file.
- 2 and 7 Typewriter Tool: Add a line of text to the PDF file.
- 3 Note Tool: Add a note comment to the PDF file.
- 4 Drawing Markup Tools: Add drawing markups to the PDF file.
- 5 Free-form Shape Tools: Add or erase free-form shapes in the PDF file.
- 6 Highlight Tool: Highlight the selected text in the PDF file.

Add Comments in the PDF File



Add a Text Markup

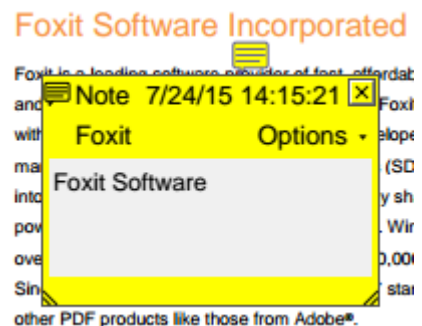
- Click  **Comments** in the Common Tools toolbar;
- Choose one of the following comment tools:





- 1 Highlight: Highlight the selected text.
 - 2 Squiggly: Draw a squiggly line under the selected text.
 - 3 Underline: Mark the selected text with an underline.
 - 4 Strikeout: Mark the selected text with a strikeout.
 - 5 Replace: Draw a line to cross out the selected text and provide a substitute for it.
 - 6 Insert: Insert text in the place desired.
- To highlight, squiggly mark, underline or strike out the text, do the following:
 - Select the text;
 - If needed, double click the selected text to open the pop-up window, and input the text.
 - To replace the text, do the following:
 - Select the text;
 - Input the text in the pop-up window to provide a substitute for it.
 - To insert text, do the following:
 - Click the place where you want to insert the text;
 - Input the text in the pop-up window.

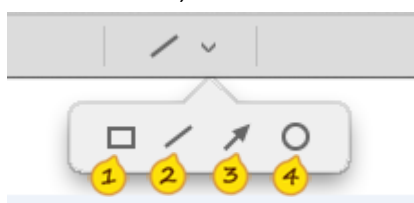
Add a Note Comment

- Click  **Comments** in the Common Tools toolbar;
- Choose a note style from the drop-down list  ;
- Click the place where you want to add the note comment.
- Input the comment in the pop-up window.



Add a Drawing Markup

- Click  **Comments** in the Common Tools toolbar;
- Click , and choose one of the following drawing markup tools:






- 1 Rectangle: Draw a rectangle in the PDF file.
- 2 Line: Draw a straight line in the PDF file.
- 3 Arrow: Place an arrow in the PDF file.
- 4 Circle: Draw a circle in the PDF file.

- Drag the cursor across the area in the document where you want to add the markup to.

Foxit Software Incorporated

Foxit is a leading software provider of fast, affordable and consumers increase productivity by using Foxit with PDF documents and forms. Software developer market with Foxit's Software Development Kits (SDK) into their application workflows. This technology also powers Google's open-source PDFium project. With over 275 million users and has sold to over 100,000 other PDF products like those from Adobe®.



Draw a Free-form Shape

- Click  Comments in the Common Tools toolbar;
- Choose the Pencil tool  ;
- Draw on the PDF file as desired;
- If you need to erase the pencil markup, click the Eraser tool  , and drag to select the pencil markup you want to erase.

Foxit Software Incorporated

Foxit is a leading software provider of fast, affordable and consumers increase productivity by using Foxit with PDF documents and forms. Software developer market with Foxit's Software Development Kits (SDK) into their application workflows. This technology also powers Google's open-source PDFium project. With over 275 million users and has sold to over 100,000 other PDF products like those from Adobe®.

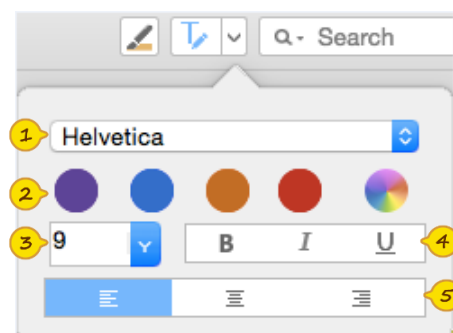
Add a Line of Text

- Click  in the Common Tools toolbar;
- Add text as needed;
- Select the text, and click  to set the font, font color, font size, font style, and text alignment.

- 1 Font: Set the font of the text.
- 2 Color: Set the color of the text.
- 3 Font size: Set the font size of the text.
- 4 Font style: Set the font style of the text.
- 5 Alignment: Align the text to the left, right or center.

I'm adding a line of text Foxit Software Incorporated

Foxit is a leading software provider of fast, affordable and consumers increase productivity by using Foxit



Manage Comments

Change the Appearances of Comments

- Do one of the following to open the Properties dialog box:
 - A) Right click the comment, and choose **Properties** from the context menu.
 - B) Click **Options** in the comment pop-up window, and choose **Properties**.
- Change the thickness, color, opacity, and other settings in the **Properties** dialog box.

Tip: In the Properties dialog box, you can: 1) check **Locked** option to lock the current settings and prevent others from changing the properties; 2) check **Set Current Properties as Default** option to set the current properties as the default.

Move the Comments

- Select **Tools > Default Mode**;
- Click the comment that you want to move, and then drag and move it to the desired place.

Note: You cannot move the text markups.

Delete the Comments

Please do one of the following to delete a comment:

- Right click the comment, and choose **Delete** from the context menu;
- Select the comment, and press the **Delete** key;
- Select **Options** from the comment pop-up window, and choose **Delete**.

Reply to Comments

- Open the pop-up note of the comment that you want to reply to with one of the following methods:
 - Double click the comment that you want to reply to;
 - Right click the comment that you want to reply to, and select **Open Popup Note** from the context menu.
- In the pop-up note, click **Options**, and select **Reply** from the context menu;
- Input the text as desired.

Join Cloud-based Shared Review

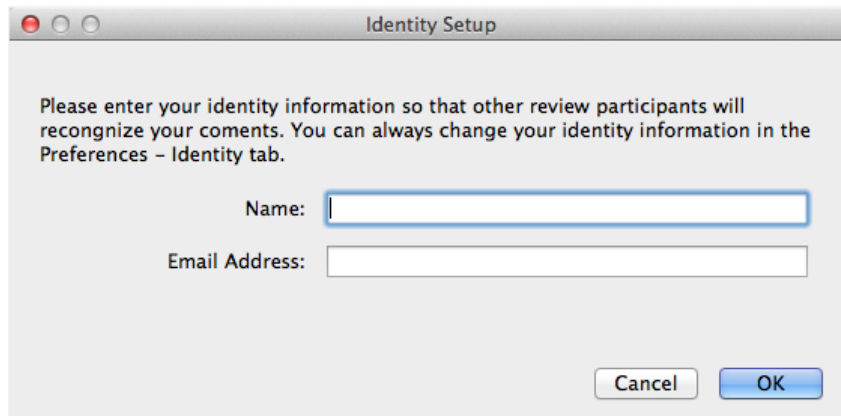
Foxit Reader allows users to participate in the cloud-based shared review initiated by Foxit PhantomPDF *Business*. During the shared review, review participants can read, reply, and share comments with the Foxit Cloud service.




- 1 Check For New Comments: Check for new comments from other review participants.
- 2 Publish Comments: Publish and upload your comments to a network server.
- 3 Review Option:
 - ✧ Track Reviews: View the detailed information of the shared review you have joined, including the initiator, reviewer, status, and more.
 - ✧ Save as Archive Copy: Save the PDF file with comments as a copy that is no longer connected to the shared review.
 - ✧ Work Offline: Disconnect from the network server. In offline mode, you can only add comments, but cannot publish or check for new comments until switching to online mode.

To join the cloud-based shared review, please follow the steps below:

- Download the PDF file to be reviewed from the Foxit Cloud service, and open it with Foxit Reader.
- If you open the PDF file to be reviewed with Foxit Reader for the first time, you will need to complete your identity information first (as shown below).



- Add comments as desired in the PDF file.
- Upon completion, click **Publish Comments** in the message bar to share your comments with other reviewers.
- If necessary, save the PDF file with one of the following methods:
 - Choose **File > Save As** to save the shared PDF file as a copy in your local disk. You can reopen this copy to continue reviewing or send the document to other reviewers for further shared review.
 - Click the **Review Option** button  in the message bar, and choose **Save as Archive Copy** to save the PDF file with review comments as a copy that is no longer connected to the shared review.

To rejoin the cloud-based shared review, please follow the steps below:

- Reopen the PDF file to be reviewed by one of the following methods:
 - Open the PDF copy with Foxit Reader directly if you have saved it in your local disk before.
 - Select **Share > Tracker**, right click the PDF file that you want to review, and then select **Open** from the context menu.
- Follow the same steps specified above to continue the shared review.

Chapter 4 RMS Encryption and Decryption

- [Overview](#)
- [Prerequisites](#)
- [RMS Encryption](#)
- [RMS Decryption](#)
- [Change RMS Account](#)

Overview

Foxit Reader integrates RMS plugin in the software to extend the access control of Microsoft Windows Server® AD RMS on client systems. You will be offered a 30-day trial for RMS functions. To continue to use RMS functions after the evaluation period, you can [contact Foxit](#) to purchase a RMS license for the Foxit RMS plug-in.

Prerequisites

If you are using the Microsoft Azure Rights Management (Azure RMS) environment, you can log in to the RMS server directly within Foxit Reader.

If you are using the Microsoft Active Directory Rights Management Services (AD RMS) environment, you need to do the following deployment step.

Deploy Active Directory Rights Management Services

In order to use Microsoft Rights Management Services in your client system, you need to follow Microsoft's instructions to deploy the Active Directory Rights Management Services (AD RMS) mobile device extension first. For detailed deployment steps, please refer to "[Active Directory Rights Management Services Mobile Device Extension](#)".

When deploying Active Directory Rights Management Service mobile device extension, you need to run the following Windows PowerShell commands in order to authorize Foxit Reader for your devices.

```
Add-AdfsClient -Name "Foxit Reader for OS X" -ClientId "3df27ee0-ee38-44ef-af7c-f7f4850f4450" -RedirectUri @"(\"com.foxitsoftware.com.reader-for-osx://authorize")
```


RMS Encryption

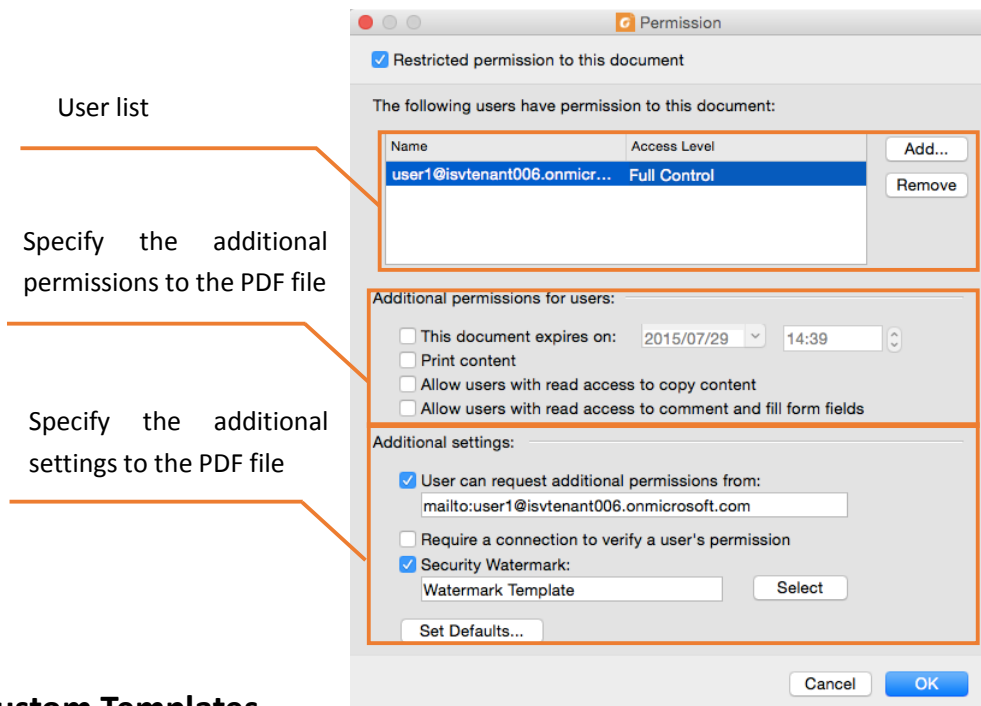
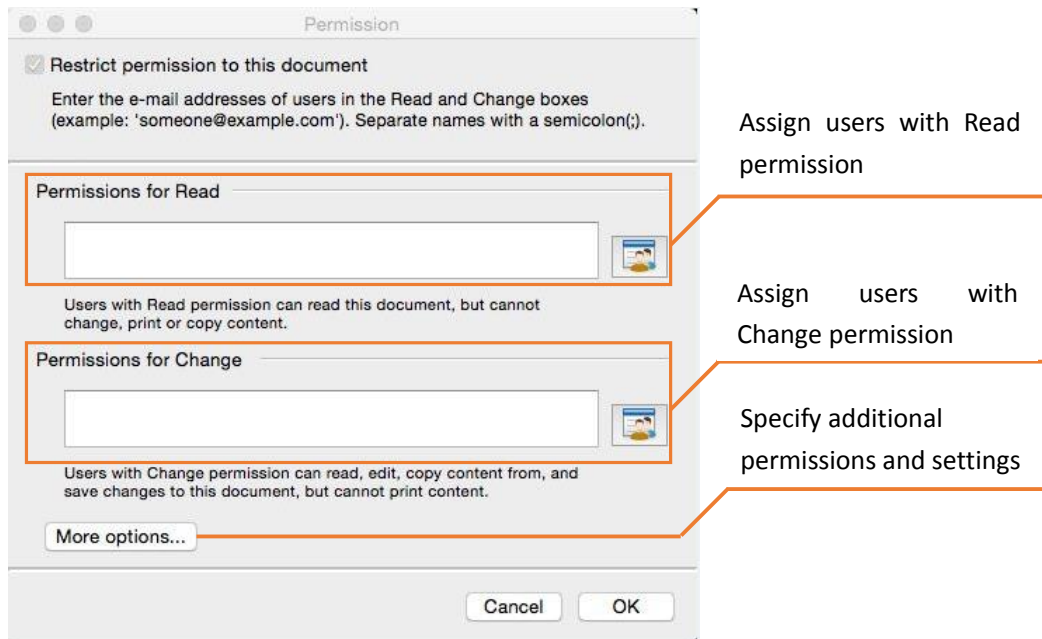
- Click  Protect in the Common Tools toolbar;

- If you are using the RMS functions for the first time, choose **Restrict Access > Connect to Digital Right Management Servers and Get Templates** to log in to the RMS server first.
- If you have logged in to the RMS server before, choose **Restricted Access**.
- Select a template to encrypt the PDF file.
- If you don't want to use the template, click **Restricted Access** option to specify the permissions. Please refer to "[Specify the Permissions to PDF Files](#)" for more details.

Tip: Foxit Reader allows you to encrypt PDF files with the official rights policy templates as well as custom templates. Official rights policy templates are based on the RMS server. Custom templates are customized by users. For instructions on how to customize a template, please refer to "[Create Custom Templates](#)".

Specify the Permissions to PDF Files

- Go to **Protect > Restrict Access**;
- Choose the **Restricted Access** option;
- In the pop-up **Permission** window, check **Restrict permission to this document**, and do the following:
 1. Enter the email addresses of users in the respective boxes. You can also click  to authorize all users with the permissions.
 2. Click **More Options** to set additional permissions.
 - 2.1. In the User List, click **Add** or **Remove** to add or remove an authorized user.
 - 2.2. Check the additional permissions in the "Additional permissions for users".
 - 2.3. Check the additional settings and select a security watermark. For the instructions on how to add a security watermark, please refer to "[Security Watermark Management](#)".
 - 2.4 If needed, click **Save Defaults** to make the additional settings the default.
- Click **OK** to encrypt the PDF files with the settings you specified.

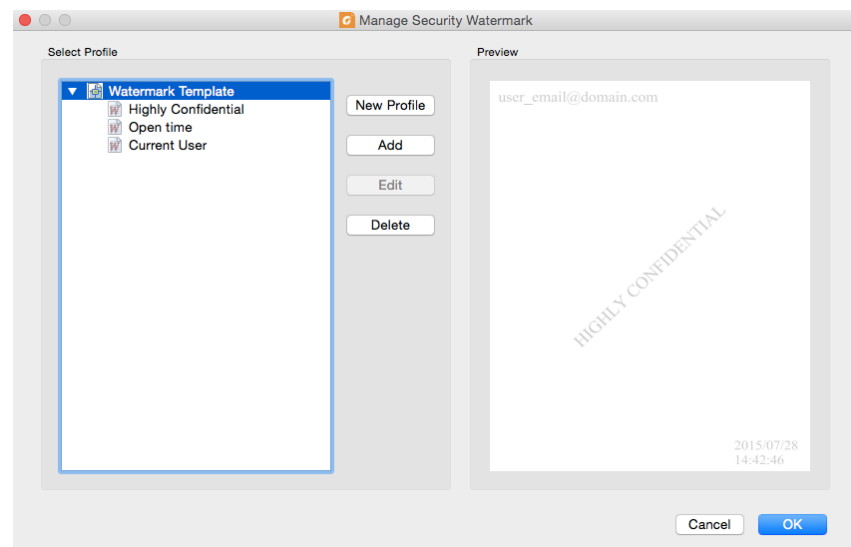


Create Custom Templates

- Go to **Protect > RMS Settings > Custom Templates**;
- Click **Create**: You can click **Edit** or **Delete** to edit or delete an existing custom template.
- Click **Add**, specify the template outline, and click **Next**.
- Add users, check the permissions for users, and click **Next**.
- Specify when the content and license expires, and click **Next**.
- Select the security watermark, and click **Finish**.
- Click **OK**, and the custom template will be added to the template list under Restricted Access.

Security Watermark Management

- Go to **Protect > RMS Settings > Security Watermark**;
- Do one of the following:
 1. **New Profile**: Add a new watermark profile.
 2. **Add**: Add a security watermark.
 3. **Edit**: Edit an existing watermark.
 4. **Delete**: Delete the selected watermark.



RMS Decryption

You can decrypt the RMS protected PDF file if you are authorized.

- Open the encrypted PDF file with Foxit Reader;
- Log in to the RMS account;
- Choose **Protect > Unrestricted Access**, and confirm the operation.

Change RMS Account

After login to the RMS server, you can go to **Protect > RMS Settings > Change Account** to switch RMS accounts.

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.

- **Office Address:**
Foxit Software Incorporated
42840 Christy Street. Suite 201
Fremont CA 94538
USA
- **Sales:**
1-866-680-3668 (24/7)
- **Support:**
1-866-MYFOXIT or 1-866-693-6948 (24/7)
- **Fax:**
1-510-405-9288
- **Website:**
www.foxitsoftware.com
- **E-mail:**
Sales and Information - sales@foxitsoftware.com
Technical Support - Input [a trouble ticket online](#)
Marketing Service - marketing@foxitsoftware.com