Foxit

User Manual

Foxit® Reader

For Windows

Contents

Chapter 1 – Introduction

Foxit Reader Overview

Welcome to Foxit Reader-- the right choice to view and print PDF documents!

Foxit offers two packages of Foxit Reader (EXE and MSI). Foxit Reader (EXE) is a free PDF document viewer and creator. Foxit Reader (MSI) is developed on the basis of Foxit Reader (EXE), but it extends the usability and performance. Foxit Reader (MSI) provides advanced tools equipped with proactive security features, and is fully featured with solutions such as RMS Protection, GPO Control, XML Control, and other PDF viewing needs of enterprises and governments. This User Manual explains more in depth on the capabilities and functions of Foxit Reader, but for more information on the deployment of Foxit Reader (MSI), please refer to the attached "Foxit Reader Deployment and Configuration".

Foxit Reader (EXE) is a free PDF document viewer and printer. It launches quickly and is easy to install. Just unzip the downloaded zip file, run "Foxit Reader Setup" and then follow the installation guides to complete installation.

In addition to the basic PDF viewing functions, Foxit Reader also includes various advanced features, such as adding annotations, saving a PDF document as a text file, copying text from the text viewer, and digital signature validation.

Foxit Reader Add-ons

Foxit Reader provides separate add-ons for you to download on demand. These critical and advanced add-ons can be updated by the Update Manager, or they can also be downloaded from our website (https://www.foxitsoftware.com/products/addons.php?product=reader).

Critical Add-ons

Critical add-ons are essential components for proper display and execution of our software. For example, if you open a PDF document containing Chinese characters, Foxit Reader will ask if you want to download the Eastern Asian Language Support. If you choose **Cancel**, you will be able to read the file, but some characters will not be displayed correctly.

<p align="center" style="color:orange">Free Critical Add-ons in Foxit Reader</p>

Name	Function Description	Size	Remark
JPEG2000/JBIG Decoder	This add-on module is for decoding images in JPEG2000 or JBIG2 formats. If you don't install this	169KB	Download Free

	module, images in those formats cannot 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.	2.08MB	Download Free
GDI+ Module	This is a redistributable module from Microsoft which provides better display quality for graphics. You can still view the PDF file without this module in lower graphic quality. Installing this module will not affect any other applications on your system.	764KB	Download Free
JavaScript Support	This add-on is used to execute JavaScript in many interactive forms. If you don't install this add-on, you still can fill in such forms, but you wouldn't be able to perform some automated tasks like field value verification and recalculation.	1.05MB	Download Free

NOTE: To manually install a critical add-on, please extract it to the same directory where you installed Foxit Reader.

See also "Updating Foxit Reader".

Advanced Add-ons

Advanced add-ons have many specific capabilities.

Advanced Add-ons in Foxit Reader

Name	Function Description	Size	Remark
Foxit Toolbar for Browser	This add-on is a free toolbar for IE or Firefox that delivers up-to-date Foxit news and upgrades straight to your Internet browser, enabling the user to search the web anytime anywhere, giving easy access to various useful goodies and gadgets.	1.01MB	Download Free
Firefox Plugins	Foxit Firefox Plugin installs a simple Foxit Reader into the Firefox web browser, this free add-on allows users to display, view, edit and print PDF documents in the browser.	1.47MB	Download Free
Spell Checker	When you fill out an English form or use typewriter to insert any English text, this tool will try to find any spelling errors and highlight them with squiggly lines. If you right click on the misspelled words, you	1.43MB	Download Free

	will see a list of suggested words. <u>Click here</u> to download the dictionary.		
RMS Plug-in	RMS Plug-in provides seamless integration with Microsoft Windows Server environment to protect PDF documents and manage policy templates. With this plug-in, you can restrict user's access to documents to safeguard digital information from unauthorized use. Foxit Reader (MSI) provides two versions of RMS Plug-in, i.e. RMS Plug-in V1.0 for OS Windows XP and later, and RMS Plug-in V2.0 for OS Windows Vista SP2 and later. You can change between the two versions as required easily and quickly through GPO editing.	V1.0:2.17MB V2.0:2.53MB	Integrated in the package. Foxit Reader (EXE): Feature is free, with watermark displayed in PDFs. Foxit Reader(MSI): Free trial for 30 days, without watermark displayed in PDFs.

Tips:

1. *Instructions on installation of .fzip package below*

*To manually install a critical or an advanced add-on, please run Foxit Reader, and then go to **HELP** > **Install Update** > browse and choose the related downloaded package, and then click the **Open** button. When you're done, click **Done** to finish the installation.*

2. *How to install the dictionary for Foxit Spell Checker?*

After you download the dictionary and unzip it, please save the unzipped folder named "lex" to the same installation folder of Foxit Reader, which could be placed in "C:\Program Files\Foxit Software\Foxit Reader".

Foxit Plug-In Platform

For flexible and convenient management of plugins, Foxit Reader offers a Plug-in Platform that allows you to view the plug-in status, learn the information about the plugins installed, as well as manage the plug-ins needed.

To open Foxit Plug-in Platform, please choose **Help** > **Product** > **About Foxit Plug-Ins** , and the window will show up as below.
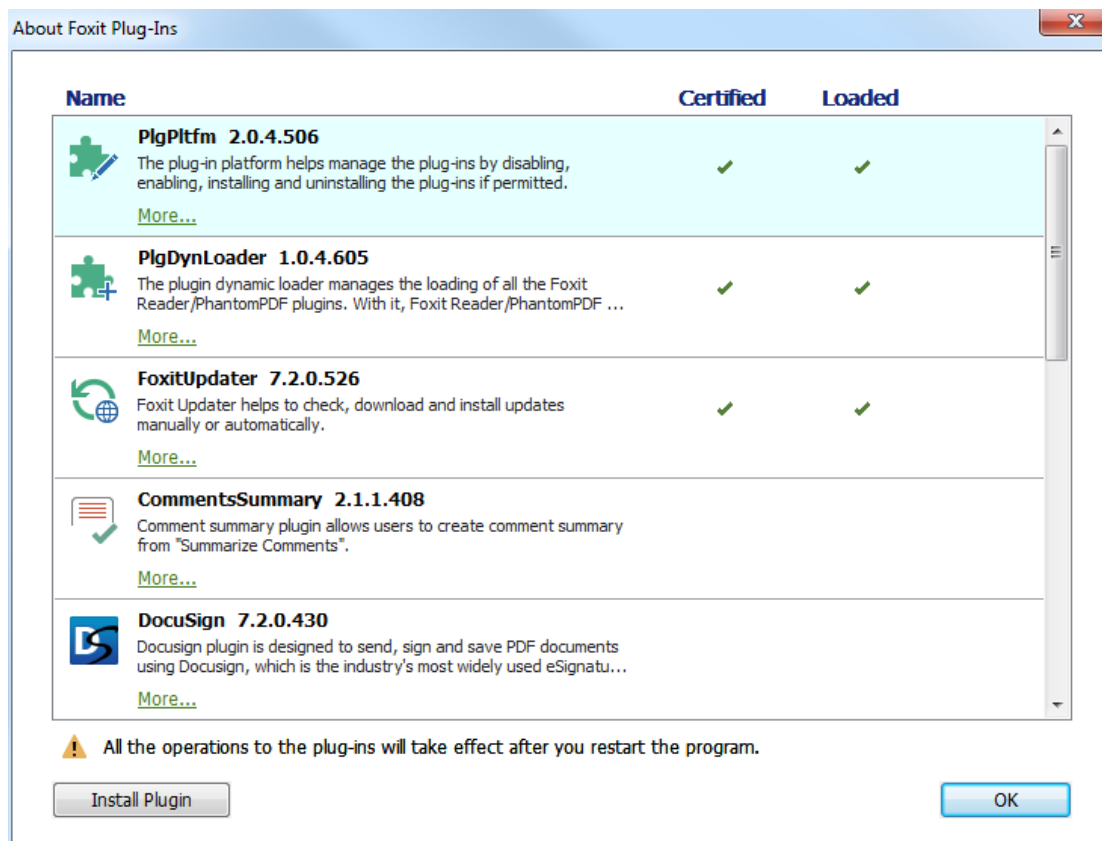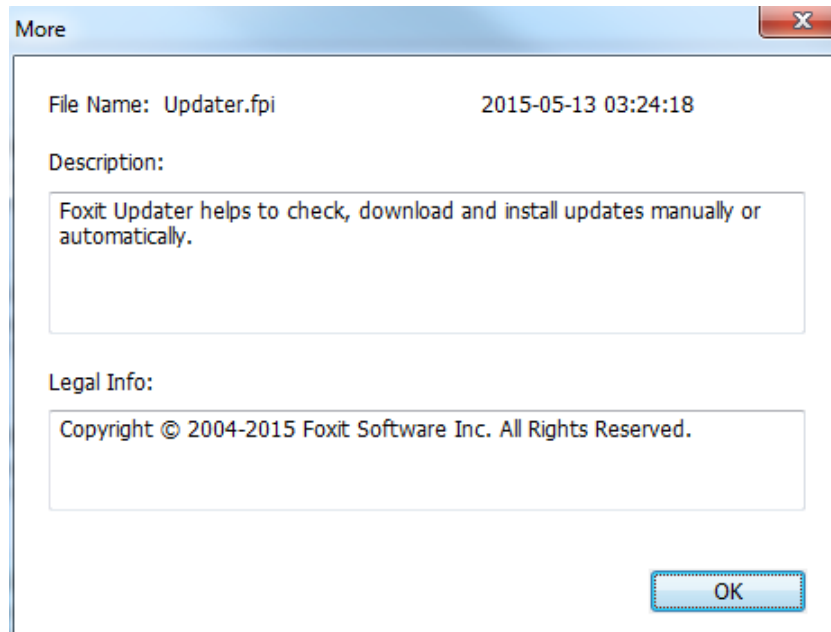
Foxit Plug-in Platform

Plug-in Status

- Certified: Shows whether the signature of the plug-in is valid or not.
- Loaded: Shows whether the plug-in has been loaded successfully or not.

Plug-in Information

In addition to plug-in status, you can learn more information about the plug-in installed; including the name, date, description and legal copyright.

To learn the details of a plug-in, please click **More** under the general description of the plug-in shown in the Foxit Plug-in Platform. Then a dialog box showing the details of the plug-in will pop up (as shown below).

Plug-in Management

With Foxit Plug-in Platform, you can manage the plug-ins as needed; including installing, enabling, disabling, and uninstalling plug-ins.

Installing a Plug-in

To install a plug-in, please follow the steps below:

- Select **Help** > **Product** > **About Foxit Plug-Ins** to open Foxit Plug-In Platform;
- Click **Install Plugin** > choose the plug-in file (in .xml format) > click **Open**.

Then Foxit Reader will verify whether the signature of the plug-in to be installed is valid or not. If it is valid, Foxit Reader will load the plug-in directly; if not, a prompt message will pop up (as shown below), and the installation will be terminated.
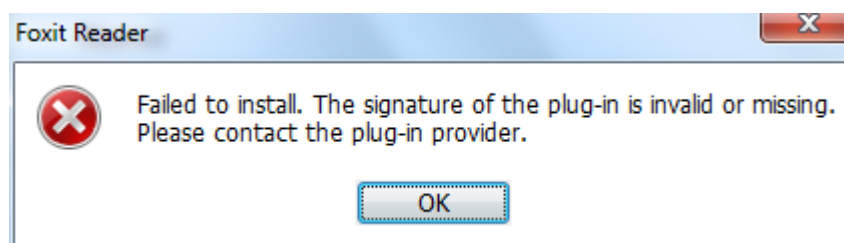
Note: The .xml and .fpi files of a plug-in to be installed should be placed in the same folder to avoid an installation failure.

Disabling a Plug-in

To disable a plug-in, please follow the steps below:

- Select **Help** > **Product** > **About Foxit Plug-Ins** to open Foxit Plug-in Platform.
- Select the plug-in you want to disable, and click the **Disable** button ⊘ to disable it.

Enabling a plug-in

To enable a plug-in, please follow the steps below:

- Select **Help** > **Product** > **About Foxit Plug-Ins** to open Foxit Plug-in Platform.
- Select the plug-in to be enabled, and click the **Undo Disable** button 🔄 to enable it.

Uninstalling a plug-in

To uninstall a plug-in, please follow the steps below:

- Select **Help** > **Product** > **About Foxit Plug-Ins** to open Foxit Plug-in Platform.

- Select the plug-in to be uninstalled, and click the **Uninstall** button 🗑 to uninstall it.

Note:

1. All the operations to the plug-ins will take effect after you restart Foxit Reader.
2. Foxit Reader includes plug-ins that are required for the use of its functions, as well as for maintenance. To ensure regular performance of the software, you are not allowed to disable or uninstall the plug-ins (such as Foxit Updater plugin, Foxit Plug-in Platform plugin, and more.)

Chapter 2 – Getting Started

This section gives you an overview of Foxit Reader and how to install or uninstall, upgrade, as well as customize work area and toolbar modes.

Installing Foxit Reader

Windows System Requirements

Foxit Reader runs successfully on the operating systems listed below. (If your computer does not meet these requirements, you may not be able to use Foxit Reader.)

Operating Systems

- Windows Vista® Home Basic, Home Premium, Business, Ultimate, or Enterprise with or without Service Pack 1 (32-bit & 64-bit)
- Windows 7(32-bit & 64-bit)
- Windows 8.x Full Version
- Windows Embedded Standard 7
- Microsoft Office® 2007 or later version (required for some PDF creation features)
- Citrix XenApp® 7.6
- For users utilizing the Active Directory Rights Management Service and SharePoint integration capability, Windows 7 or Windows Vista with Service Pack2 (SP2) is required.

Recommended Minimum Hardware for Better Performance

- 1.3 GHz or faster processor
- 512 MB RAM (Recommended: 1 GB RAM or greater)
- 1 GB of available hard drive space
- 1024x768 screen resolution

How to Install?

Please visit Foxit's website (https://www.foxitsoftware.com/downloads/) to download the latest version of Foxit Reader for free.

If you download the "FoxitReader7.2_setup.exe" file to your computer, please do the following:

- Double-click the installation file and you will see the Install Wizard pop up. Click **Next** to continue.

- In order to install Foxit Reader on your system, you are required to accept the terms and conditions of Foxit's License Agreement. Please read the agreement carefully and then check **I accept the agreement** and click **Next** to continue. If you cannot accept the agreement, please click **Cancel** to exit the installation.
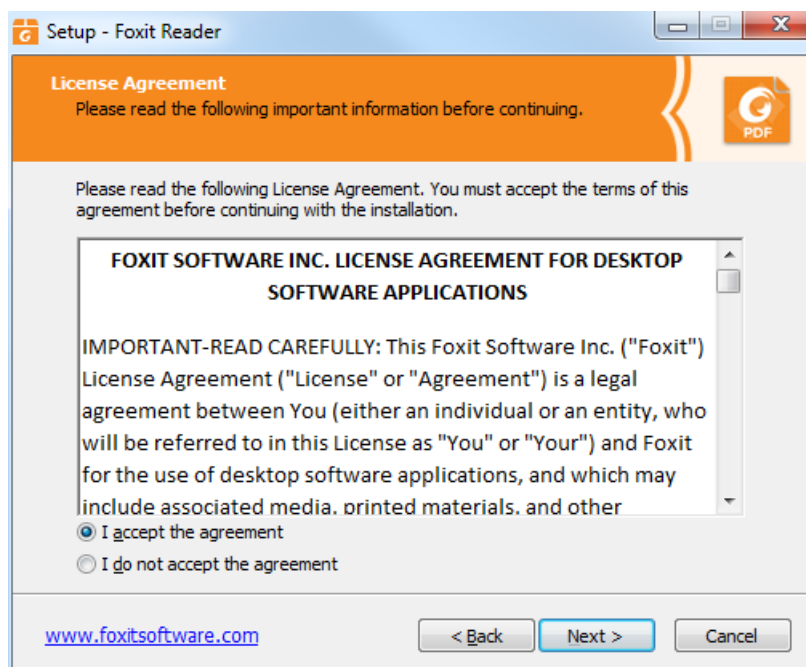
- Foxit Reader will be installed under the default path: C:\Program Files \Foxit Software\Foxit Reader. If you want to change the location, please click **Browse** and set the installation path.
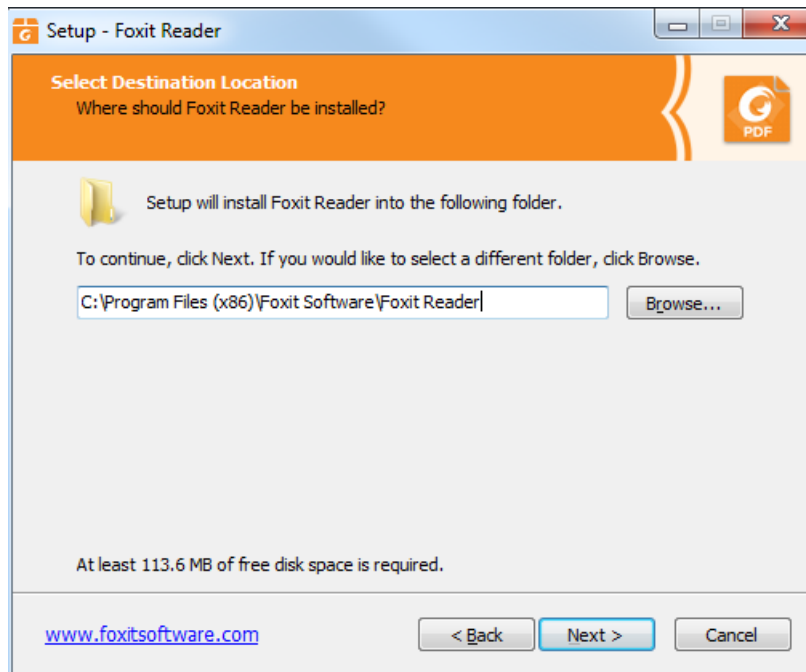
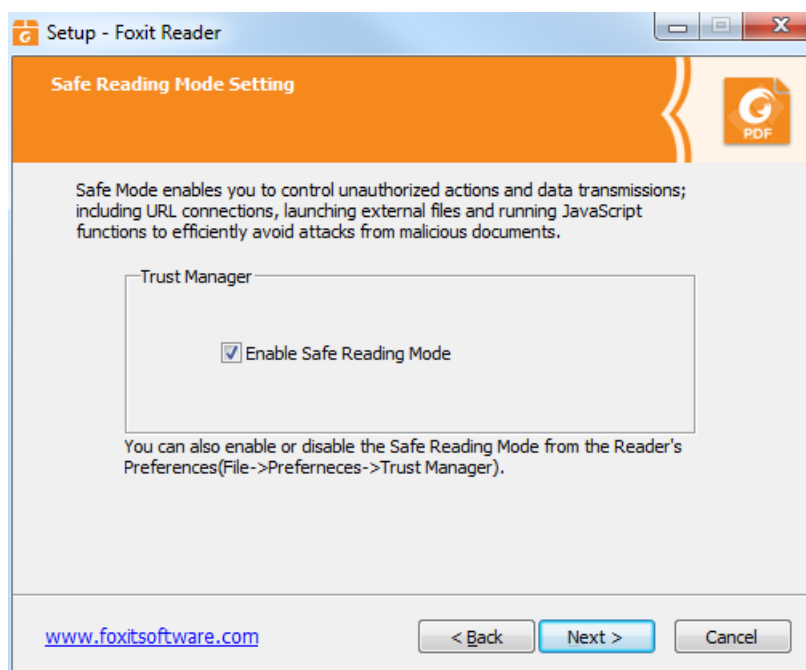- Choose to select standard or custom installation. You may also select the additional components.
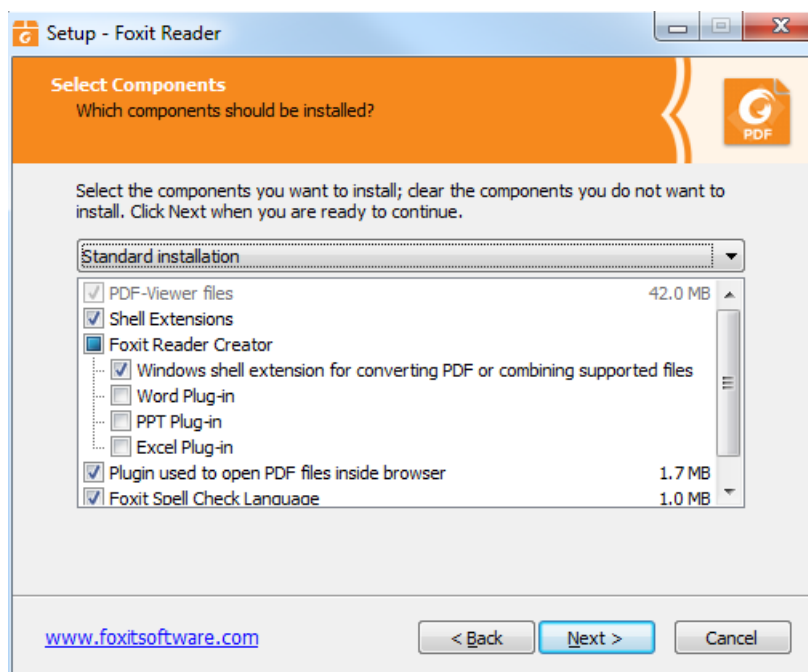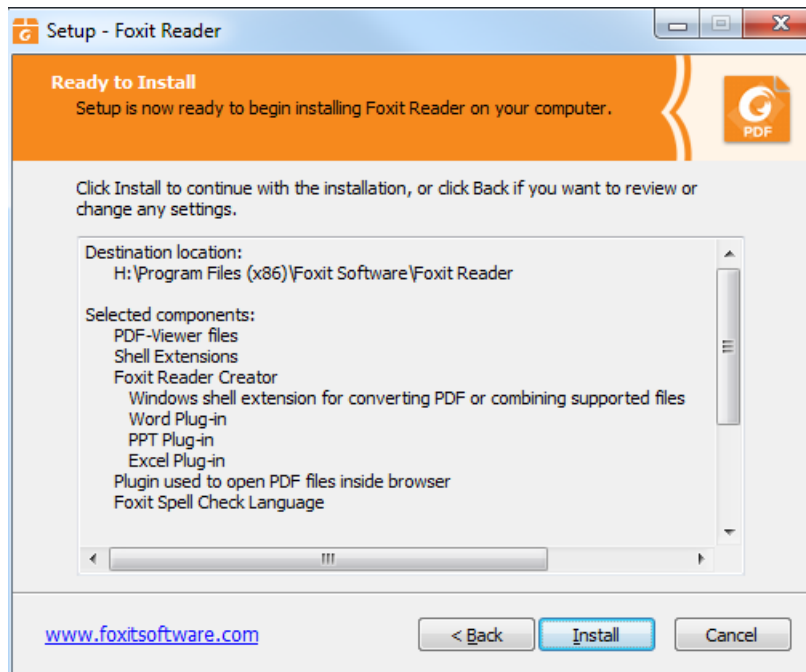

- If you choose custom installation, you will be given a chance to select the additional tasks that you would like to perform while installing Foxit Reader.

- If you want to set Safe Reading Mode during installation, please check the **Enable Safe Reading Mode**.

- Check the choices you made and click **Install**.

- Finally, a message will appear to inform you the successful installation. Click **Finish** to complete the installation.

Command-line Installation

The Foxit Reader properties are:

/COMPONENTS <list of features>The value of the /COMPONENTS property is a comma delimited

list of features which the installation of Foxit Reader will make available locally. Foxit Reader installer defines the following features:

pdfviewer - Foxit PDF Viewer and its components.

ffaddin - Plugin which is used for opening PDF files in Mozilla Firefox, Opera, Safari, and Chrome browsers. This feature requires pdfviewer to be installed.

ffSpeckllCheck - Spell check tool which is used for searching any misspelled words in typewriter or form filler mode and suggesting the correct spellings. This feature requires pdfviewer to be installed.

InstallPrint - Foxit Reader Creator installs a virtual printer on your system. You can use Creator to convert any printable documents into high-quality PDFs conveniently and efficiently. This feature requires pdfviewer to be installed.

InstallPrint\WordAddin - MS word toolbar add-in to create PDFs by just one click. This feature requires InstallPrint to be installed.

InstallPrint\ExcelAddin - MS Excel toolbar add-in to create PDFs by just one click. This feature requires InstallPrint to be installed.

InstallPrint\PPTAddin - MS PPT toolbar add-in to create PDFs by just one click. This feature requires InstallPrint to be installed.

ffse -- Plugins for Windows Explorer and Windows shell. These extensions allow viewing PDF thumbnails in Windows Explorer, previewing PDF files in Windows Vista and Office 2007. This feature requires pdfviewer feature to be installed.

/DIR	Specifies the folder where products will be installed.
/TASKS <list of features>	The value of the /TASKS property is a comma delimited list of features which the installation of Foxit Reader will make available locally. Foxit Reader installer defines the following features:

desktopicon - Installer will place a shortcut for the installed application on Desktop.

startmenufolder - Installer will create program menu group for installed application and its components.

Quicklaunchicon - Installer will place a shortcut for the installed application on the Quick Launch Toolbar.

setDefaultReader - Foxit Reader will be set as the default PDF reader.

DisplayInBrowser - Foxit Reader will be configured to open PDF files inside browsers.

setDefaultCreator - Installer will install Foxit Reader Creator and

set it as the system's default printer.

/force	Forces to install Foxit Reader.
/clean	Removes all of Reader's registry data and related files.

Command-line Examples:

1. Silently install the application (no user interaction) to folder "C:\Program Files\Foxit Software", install ffse component and create desktop icon only:

"Foxit Reader" /COMPONENTS="ffse" /TASKS=" desktopicon" /DIR=" C:\Program Files\Foxit Software" /verysilent

Updating Foxit Reader Add-ons

Foxit files and add-ons can be updated in several ways. Some updates are available if you open a PDF document that triggers the updating process. For example, if you open a file that contains Chinese characters, Foxit Reader will ask if you want to download the Eastern Asian Language Support. Other updates are available only from the **HELP** tab, where you have to manually install them. However, all updates can be downloaded directly from Foxit website.

Updating from the HELP Tab

1. Choose **HELP** > **Check for Update**.
2. Select updates from the column on the left, and click **Add** to move them to the right column. Or click **Add All Add-ons** to select all the available updates. Only the updates and components appropriate for your product will be listed.
3. Click **Next**. Foxit Reader will download and install the update automatically. When finished, click **OK** to exit Foxit Reader Updater.

Use Foxit Updater

1. Choose **FILE**> **Preferences** > **Updater**.
2. Check the appropriate option according to your requirements.
   - Automatically install updates: the system will automatically download and replace the original files in the installation folder when there is a new version.
   - Automatically download updates, but let me choose when to install them (recommended): the system will automatically download and display a message informing you of the upgrade and allowing you to choose to upgrade to the new version. This option is checked by default.
   - Do not download or install updates automatically: never download or install updates automatically.

3. Click **OK**.

Updating From Foxit Website

1. Click to visit https://www.foxitsoftware.com/products/addons.php.
2. Select and download the add-ons you want to update.
3. Extract them to the same directory where you install Foxit Reader.
4. Re-run the Foxit Reader program to implement the update files.

Note: You can save the customization and settings and apply them in the new version after upgrading.

Uninstalling Foxit Reader

How to Uninstall?

Please do <u>one</u> of the following:

- Click **Start** > **All Programs** > **Foxit Reader** > **Uninstall Foxit Reader**.

- Click **Start** > **Control Panel** > **Programs** > **Uninstall a program**, select Foxit Reader and click

  Uninstall/Change.

- Double click the file unins000.exe under the Foxit Reader installation directory drive.

Note: A short survey window will pop up when Foxit Reader is uninstalled, in order to collect suggestions for improvement.

Toolbar Modes

Foxit Reader offers two toolbar modes: Classic Toolbar Mode and Ribbon Mode. The two modes provide users with different PDF viewing experiences.

Classic Mode

Classic Mode was normally applied in earlier versions of Foxit Reader. In Classic Toolbar Mode, tools are arranged under menus. You can get tools from corresponding menu by clicking the menu. It is quite simple and clean, only occupying little space and saving more space for document viewing.
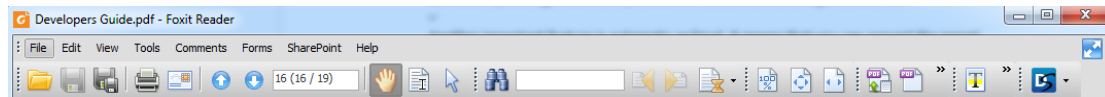
Fig. 1 Classic Toolbar Mode Overview

Ribbon Mode

Foxit has integrated the collective tools in the ribbon interface and created a new way of working, namely Ribbon Mode. Ribbon Mode is one of the big improvements you will find in Foxit Reader. It is developed based on Microsoft Office 2013 (Office 15) to provide you with a familiar and intuitive user experience. In this mode, tools are arranged by groups and tasks. Below are some of the highlights of the new interface.
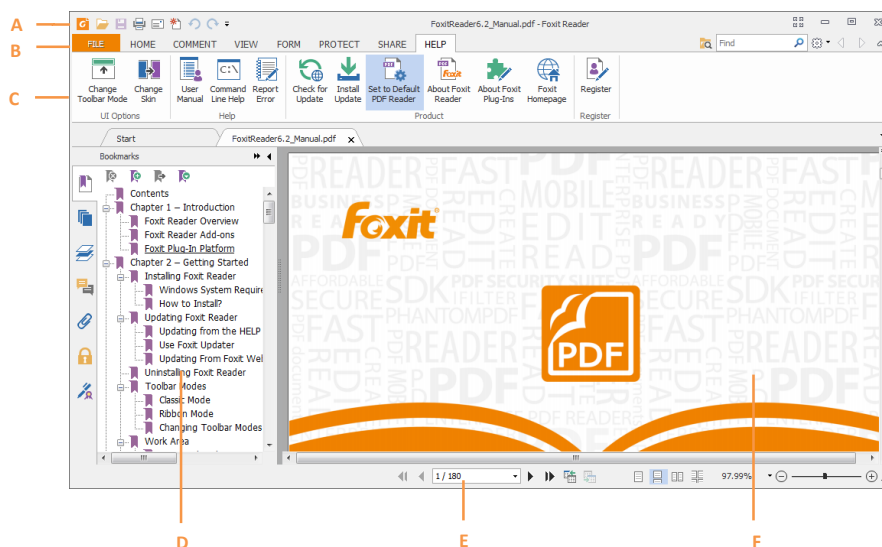

Fig. 2 User Interface in Ribbon Mode

A. *Quick Access Toolbar* ***B.*** *Tab* ***C.*** *Group and Command* ***D.*** *Navigation Pane (Bookmark Panel displayed)* ***E.*** *Status bar* ***F.*** *Document Pane*

As shown above, Foxit Reader generally contains three toolbars in Ribbon Mode, i.e. Quick Access Toolbar, Tab Bar and Group and Command Bar.

➢ **Quick Access Bar**: shows the basic tools, such as Open, Save, and Print. You can add or replace the tools so as to ensure that the commonly used ones are close at hand.

➢ **Tab Bar**: shows the major tabs of Foxit Reader, being classified as FILE, HOME, COMMENT, VIEW, FORM, PROTECT, SHARE and HELP.

➢ **Group and Command Bar**: categorizes the tools by groups according to the function of the tools.

About Tab Bar

FILE Tab (FILE Page)

FILE Page gives you quick access to many of Reader's most important tasks, including Open, Create, Save, Save as, Close and Print. From this page, you can also view the properties of Reader, set preferences and access a list of the most recent documents you have been working on.

Foxit Reader offers a full page view based on Microsoft® Word® 2013 UI for FILE options, allowing you to view relevant content on the same page instead of a pop-up window(as shown below). This new feature is more intuitive and provides you with a familiar user experience.
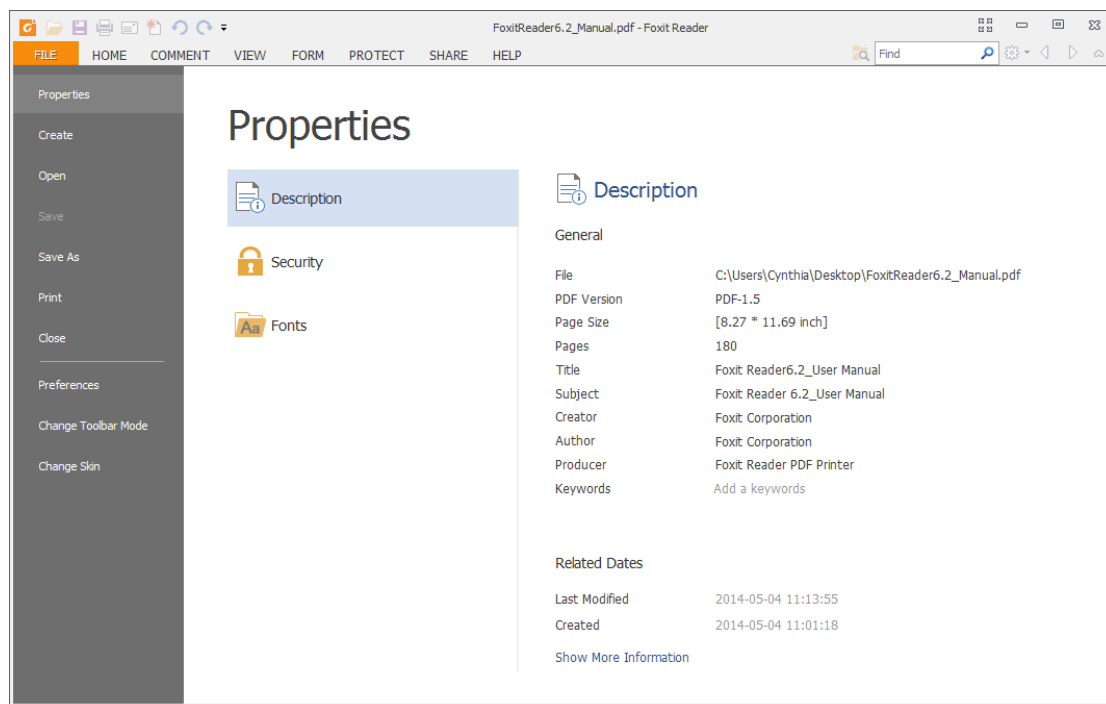
Fig. 3 FILE Page

HOME Tab

Under the **HOME** tab are PDF signature tools, View tools, Comment tools, PDF creation tools and Insert tools.
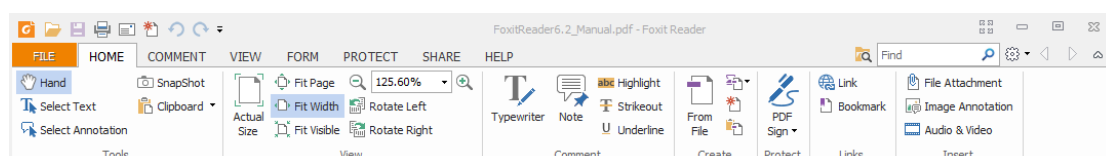
Fig. 4 HOME Tab

COMMENT Tab

COMMENT tab generally provides commenting tools (including Text Markup tools, Typewriter tools, Drawing tools and comment management tools), measurement tools and stamp tools.
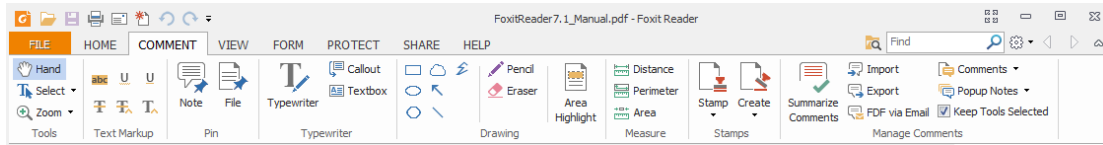

Fig. 5 COMMENT Tab

VIEW Tab

Under the **VIEW** tab, you can get the "Go to destination" tools, viewing mode tools (including Read Mode, Reserve View, Text Viewer), Magnification tools, Read Out Loud tools, Page Display tools and View Setting tools.
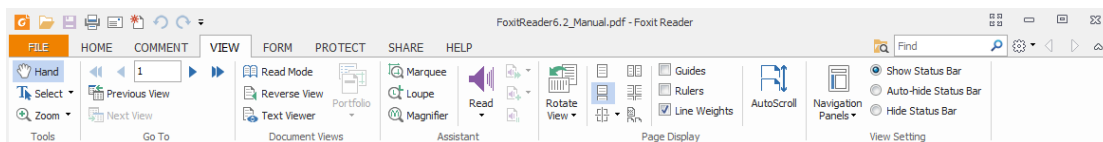

Fig. 6 VIEW Tab

FORM Tab

You may find Form Data under **FORM** tab, with which, you can import & export forms, reset forms, email forms and combine forms to a sheet.
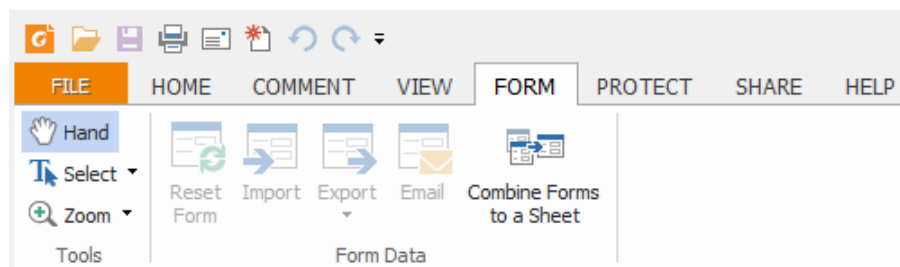
Fig. 7 FORM Tab

PROTECT Tab

PROTECT tab includes Signature tool and signature validation tool. You can digitally sign document or validate the signature with these tools.
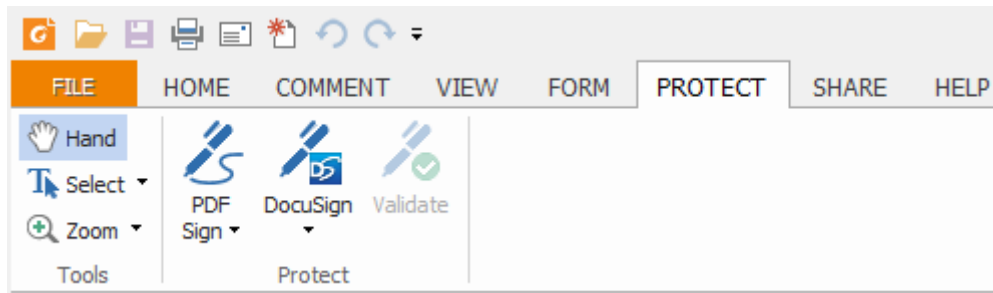
Fig. 8 PROTECT Tab

SHARE Tab

Under the **SHARE** tab, you can find tools to share documents to Evernote, or send them via Email. Besides, SharePoint service tools and Review Tracker are under this tab as well.
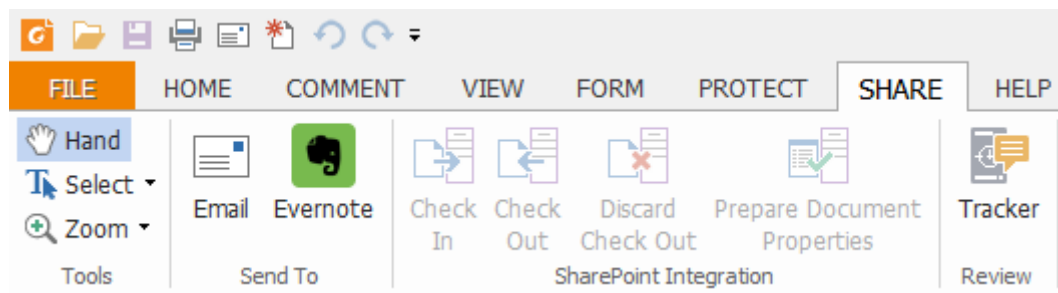

Fig. 9 SHARE Tab

HELP Tab

The **HELP** tab contains Help tools which enable you to report error, get User Manual and the Command Line instruction. Also, under this tab, you can check for update, set Foxit Reader as the default PDF Reader, learn more about Foxit and check the plug-in installed.
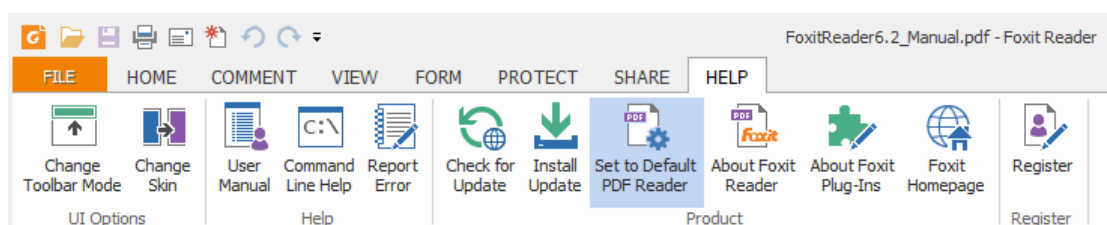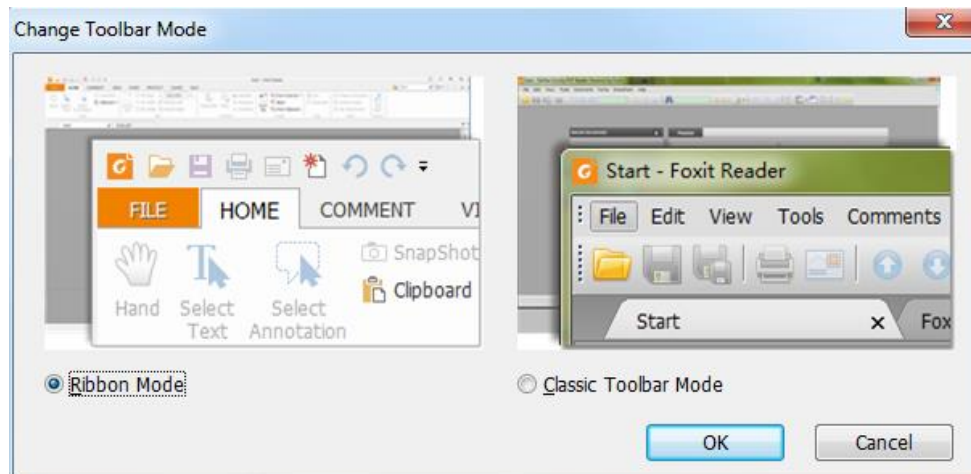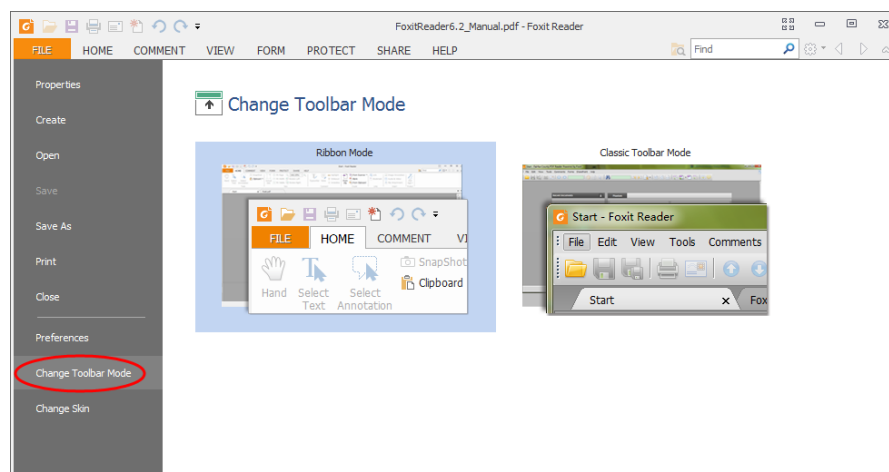

Fig. 10 HELP Tab

Changing Toolbar Modes

➢ To change from Classic Toolbar Mode to Ribbon Mode, please choose **View** > **UI Options** > **Change Toolbar Mode** > **Ribbon Mode** > **OK**.

➢ To change from Ribbon Mode to Classic Toolbar Mode, please do one of the following:

✧ Choose **FILE** > **Change Toolbar Mode** > **Classic Toolbar Mode**.

✧ (Alternatively) Choose **HELP** > **UI Options** > **Change Toolbar Mode** > **Classic Toolbar Mode**.

**Note**: The feature can be effective after restarting Foxit Reader.

Work Area

Foxit Reader opens in two different ways: on its own (as a standalone application) and in a web browser. The associated work areas slightly differ.

The Foxit Reader work area includes a document pane that displays PDFs and a navigation pane on the left side that helps you browse through the current PDF. Toolbars near the top and bottom of the window provide other controls that you can use to work with PDFs, including toolbar pane, tab bar and status bar.

The Work Area for PDFs Open in the Application

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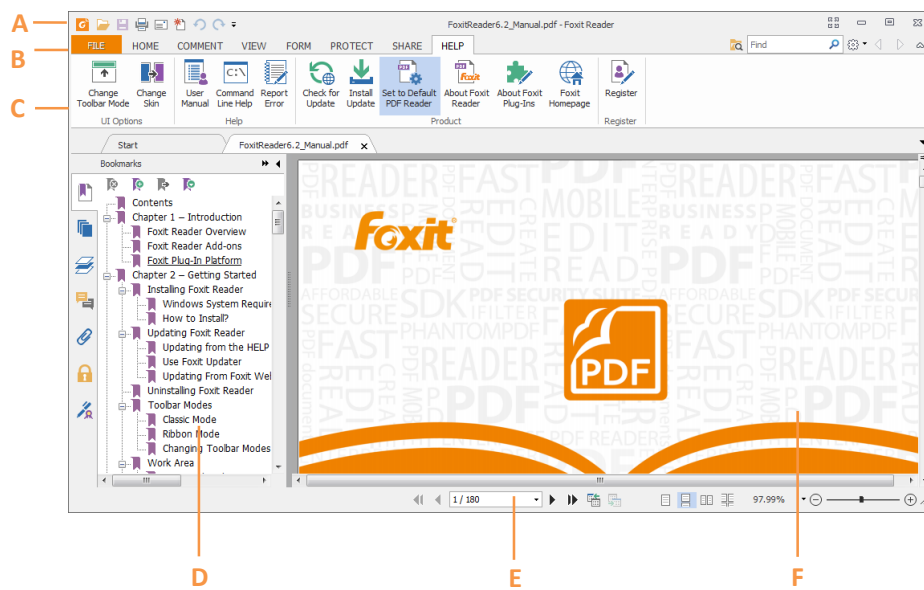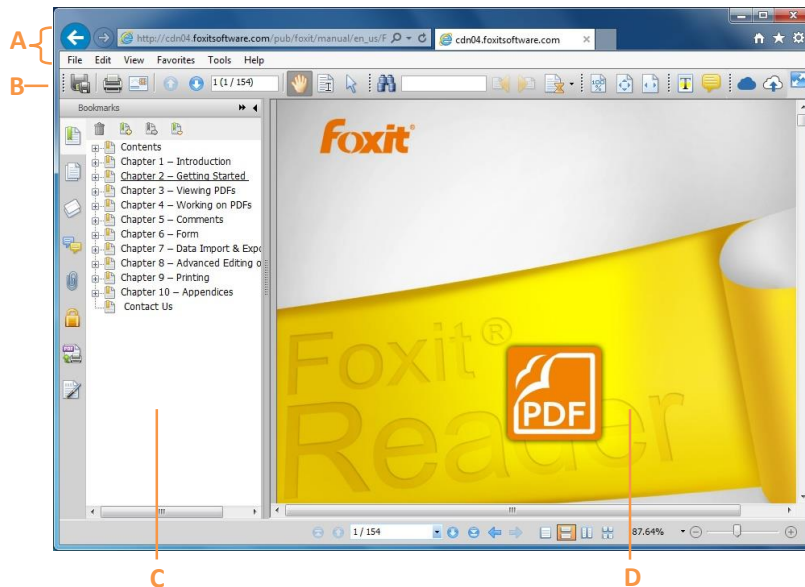

User Interface in Ribbon Mode

A. Quick Access Toolbar   B. Tab   C. Group and Command D. Navigation Pane (Bookmark Panel displayed)   E. Status bar   F. Document Pane

The Work Area for PDFs Open in a Web Browser

- Open a web browser application.
- Select a PDF anywhere on the Internet and click the link.
- The PDF will be opened by Foxit Reader directly in the web browser.

PDF Open in a Web Browser

A. Web browser application menu bar and buttons

B. Foxit Reader toolbars

C. Navigation Pane (Bookmark panel displayed)

D. Document pane

Setting the Skin

This feature offers five skins so that you could change the appearance of the software.

To set the appearance of Foxit Reader, please do one of the following:

➢   Choose **FILE** > **Change Skin** > click the skin as desired.
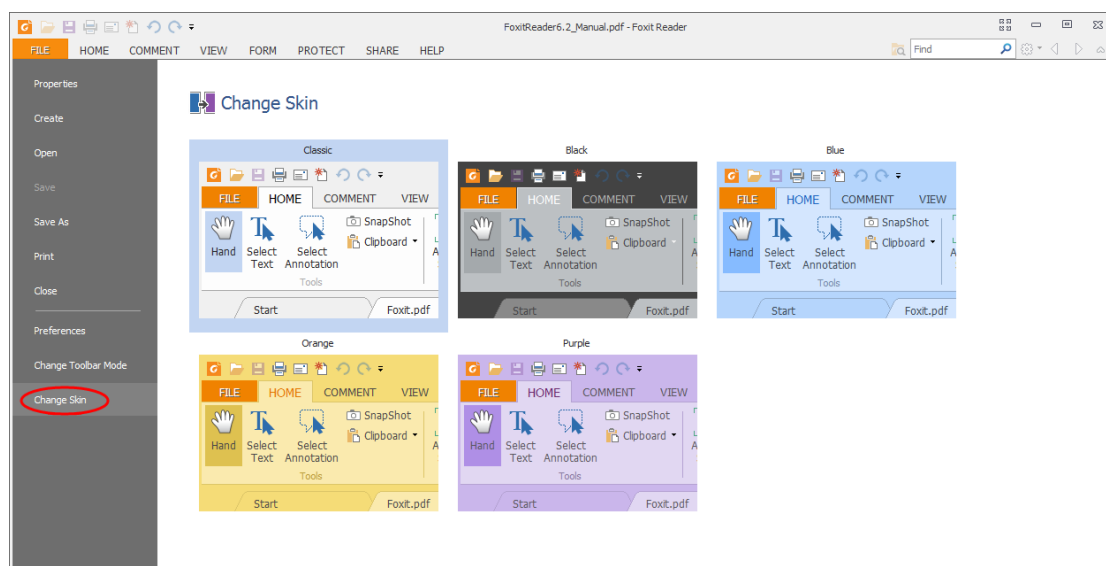
➢ (Optional) Choose **HELP** > **UI Options** > **Change Skin** > click the skin as desired.

Customizing the Work Area

As you get acquainted with Foxit Reader, you can set up your Reader work environment. The more you learn about its potential, the more you can take advantage of its features, tools, and options.

There is much more to the application than you see at first glance. Foxit Reader has hidden tools and preferences that can enhance your experience and give you greater control over how your work area is arranged and displayed.

There are two modes available in Foxit Reader: Classic Toolbar Mode and Ribbon Mode, two of which differ a bit in User Interface. Therefore, work area customization varies accordingly.

Customizing Working Area in Classic Toolbar Mode

In Classic Toolbar Mode, you can choose to show or hide Menu Bar and toolbars. Also, locking and moving toolbars is accessible in this mode. Please refer to the introductions below for details.

● **About Menu Bar**

Generally speaking, it is a good idea to keep the menu bar visible so that it is available as you work. However, some users prefer to have as much space in Foxit Reader as possible. To get rid of Reader menus temporarily, you should click **View** > uncheck **Menu Bar**.

You can temporarily display the Menu Bar again by right-clicking the toolbar and checking Menu Bar.

● **About Toolbars**

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

Toolbars open by default

A. *Basic toolbar*   **B**: *Go To Destination toolbar*   **C**. *Cursor Status toolbar*

D. *Find toolbar* **E**. *View toolbar*   **F**. *Create PDF toolbar*   **G**. *Comments toolbar*

Any toolbars can float or be docked. Docked toolbars appear in the toolbar area. Floating toolbars appear as independent palettes that you can move anywhere in the work area.

1. Showing or Hiding Toolbars

◇ To hide all toolbars, choose **View** > **Toolbars** > **Hide Toolbars**, or press the hotkey F8 on your keyboard.

◇ To show all toolbars, choose **View** > **Toolbars** > **Show Toolbars**, or press the hotkey F8 on your keyboard.

◇ To open a toolbar, choose **View** > **Toolbars** > [toolbar name].

◇ To hide a toolbar, please do one of the following:
A. Right-click the toolbar area or choose **View** >**Toolbars**, and uncheck the toolbar you want to hide.
B. Drag the toolbar you want to delete from its grabber bar to the document pane, click the **Close** button ⊠ at the top right corner of its title bar to hide it.

◇ To change the visibility of several toolbars, please go to **View** > **UI options** > **Customize Toolbars**, and then select and deselect the toolbars. A checkmark next to the toolbar name indicates that the toolbar is currently visible.

2. Locking Toolbars

You can lock toolbars to prevent them from being moved. This feature is quite practical to prevent you from accidently dragging a menu out of place.

To lock or unlock the toolbars, please right-click the toolbar, select **Toolbars Setting** and choose **Lock/Unlock All Toolbars**.

3. Moving Toolbars

◇ To rearrange the docked toolbars, use the toolbar grabber bars to drag them from one position to another.

◇ To float a docked toolbar, drag it by its grabber bar from the toolbar area.

◇ To move a floating toolbar, drag it by its title bar to another location in the work area.

◇ To dock a floating toolbar, double-click its title bar or drag it by its title bar to the toolbar area.

◇ To move all floating toolbars to the toolbar area, choose **View** > **Toolbars** > **Reset Toolbars**.

Note: *To move a toolbar, drag the grabber bar   at the left edge of the toolbar.*

Customizing Working Area in Ribbon Mode

In Ribbon Mode, tools are grouped by tasks. In this mode, Foxit Reader generally divides the toolbars into Quick Access Bar, Tab Bar and Group and Command Bar.

● **About Toolbars**

Generally, the toolbars in Ribbon Mode include Quick Access Toolbar and Search Toolbar.
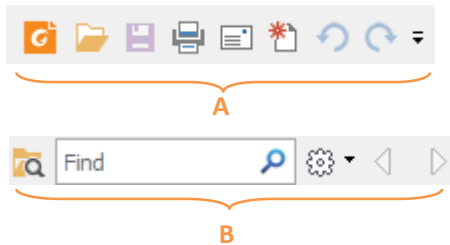

A: Basic Toolbar   B: Search Toolbar

1.   Adding Quick Access Toolbar

Quick Access Toolbar displays all your bookmarked tools. You can add tools that will let you view and search content easily to your Quick Access Toolbar. This is another way for you to arrange and manage all the tools.

To add quick access toolbar, please follow the steps bellow:

➢   Click [icon] on the Quick Access Toolbar, and select **More Commands** shown as below.
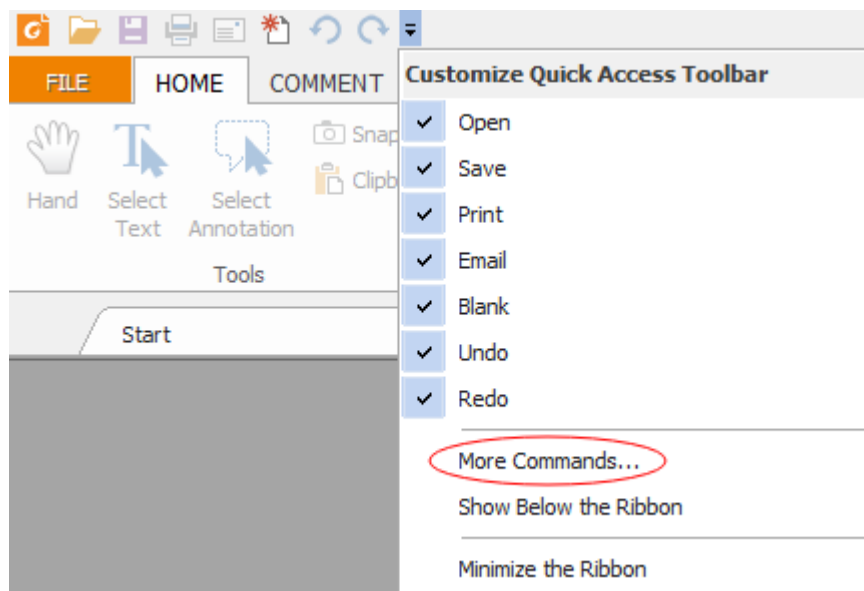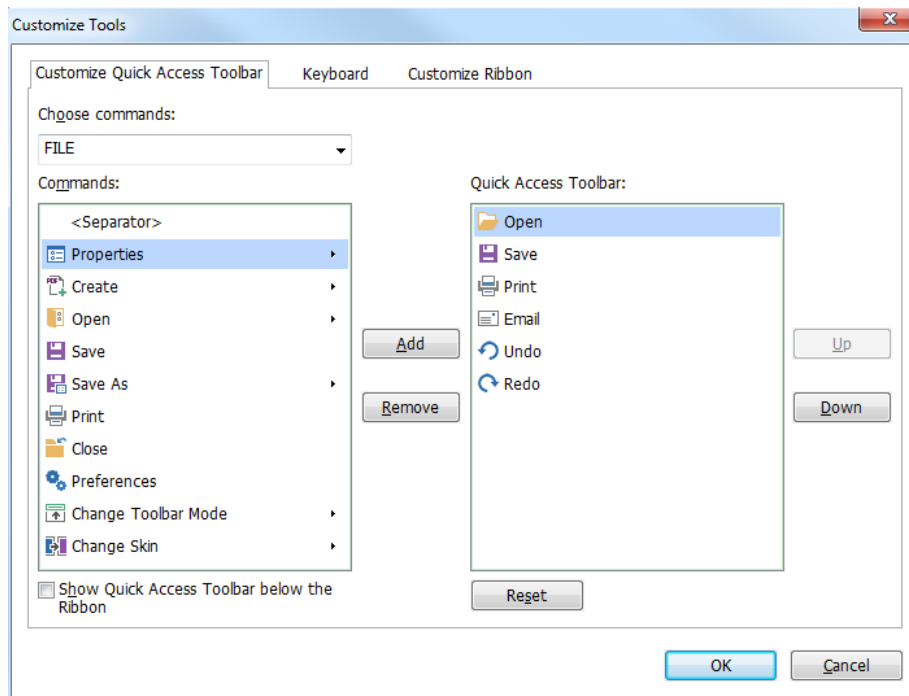
➢ Select the tools or separators you preferred to be shown on Quick Access Toolbar and add them to the Quick Access Toolbar list. Click **Up** or **Down** to arrange the tool order and then click **OK**.

To return toolbars to default configuration, please click ⯆ on the Quick Access Toolbar, choose **More Commands** and click **Reset** on the pop-up context or press Alt+F8.

2.   Working with Toolbar in Ribbon Mode

➢ To collapse/expand a toolbar classified by the toolbar tab, please click ⌃ or ♡ at the upper right corner.
➢ If you want to use a tool after collapsing the toolbar, you can click the tab and then choose the tool in the group. When using the selected tool on PDFs, the toolbar will be collapsed again automatically.

Customizing the Ribbon

The Ribbon is designed to help you find the commands in an easy and convenient way. From Version 7.0, Foxit Reader give you the capability to personalize and fine-tune the Ribbon in the way you want. With this feature, you can customize the default Ribbon, and create custom tabs or groups with your favorite commands.

To customize the Ribbon, you can right click the Ribbon, choose **Customize the Ribbon** from the context menu to bring out the **Customize Tools** dialog box first, and then follow the steps below.
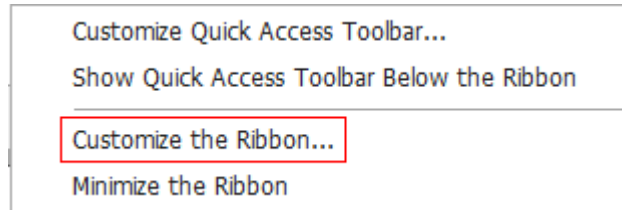
Context Menu
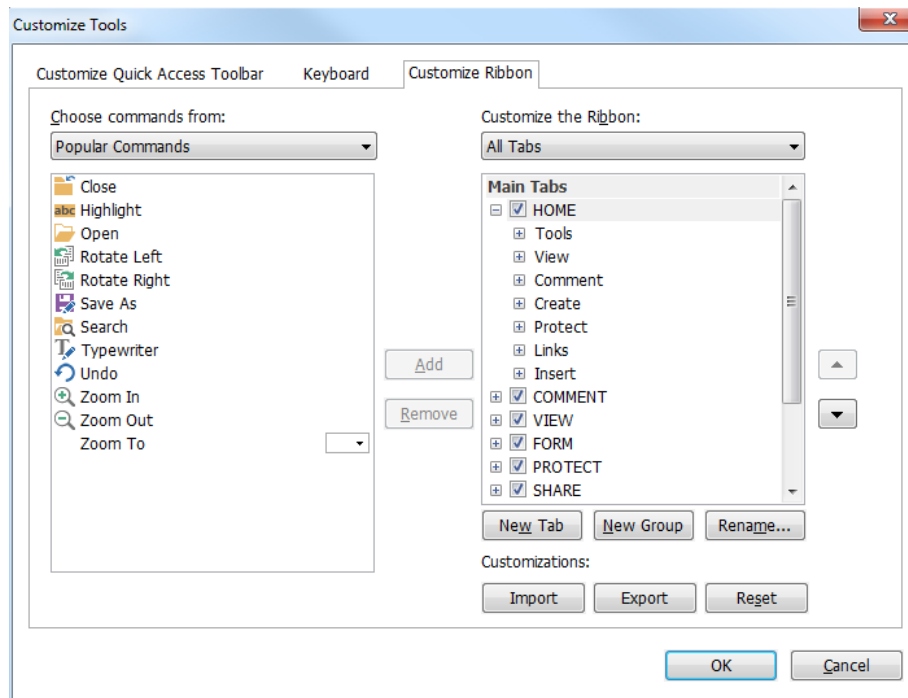
Customize Tools Dialog Box

Create a new tab

To create a new tab, please do one of the following:

➢ Select the tab after which you want to add the new tab, and then click **New Tab**.
➢ (Alternatively) Right click the tab after which you want to add the new tab, and then choose **New Tab** from the context menu.

Add a new group to a tab

To add a new group to a tab, please do one of the following:

➢ Select the tab to which you want to add the group, and then click **New Group**.
➢ (Alternatively) Right click the tab to which you want to add the group, and then choose **New Group** from the context menu.

Rename a tab or group

➢ Select the tab or group to be renamed, and click **Rename**.
➢ (Alternatively) Right click the tab or group to be renamed, and choose **Rename** from the context menu.
➢ In the **Rename** dialog box, input the new name and click **OK**.

Add commands to a group

➢ Select the group under which you want to add a command.
➢ Choose the command category and the desired command from the **Choose command from** list.
➢ Click **Add** to add the selected command to the desired group.

Remove a tab, group or command

To remove a tab, group or command, please do one of the following:

➢ Select the tab, group or command to be removed, and click **Remove**.
➢ (Alternatively) Right click the tab, group or command to be removed, and choose **Delete** from the context menu.

Reorder the tabs or groups

To reorder the tabs or groups, please do one of the following:

➢ Select the tab or group you want to reorder, then click the **Up** [▲] or **Down** [▼] arrow to move accordingly.
➢ (Alternatively) Right click the tab or group you want to reorder, and then select **Move Item Up** or **Move Item Down** to move accordingly.

Reset the Ribbon

➢ Click **Reset** in the **Customize Tools** dialog box to reset the Ribbon to the default settings.

Import a customized Ribbon

➢ Click **Import**.
➢ In the **Open** dialog box, select the Ribbon customization file (.xml file), and click **Open**.

Note: After importing a Ribbon customization file, you will lose all the arrangements you have customized previously. If you want to revert to the customization you currently have, it is easier to export the customized Ribbon before importing any customization.

Export a customized Ribbon

➢ Click **Export**.
➢ In the **Save As** dialog box, specify the file name and path and click **Save**.

Note:

1. After customization, you need to click **OK** in the **Customize Ribbon** tab to save and apply your customizations to the Ribbon.

2. To help you distinguish a default tab or group from the customized ones, the custom tabs or groups in the **Customize the Ribbon** list are tabbed with "(Custom)" after the name (like this: ☑ New Tab (Custom)), but the word "(Custom)" will not appear in the Ribbon.

3. The commands in the default group under a default tab are displayed in grey, and they cannot be renamed, reordered or removed.

4. You cannot remove default tabs in Foxit Reader.

Setting Preferences & Viewing Properties

Setting Preferences

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

To set preferences in Foxit Reader, please choose **FILE** > **Preferences**.

Note: You can use the arrow keys or Tab key to switch between different preference settings.

Accessibility

Document Colors Options
A. Replace Document Colors: Check to activate other options to change the document colors.
B. Use Windows Color Scheme: Sets document colors according to the color scheme of your Windows preferences.
C. Custom Color: Changes the color of Page Background and Document Text.
D. Only change the content in black/white color: Changes only the black/white text and leaves the colored text unchanged.

Commenting

A. Pop-up Opacity: Sets the opacity of popup notes for annotation tools.
B. Pencil Setting: Sets Pencil preference while making comments.
C. Editing: Sets the text direction for text comments, including left to right and right to left.

Create PDF

Create PDF feature allows users to set the Page Size of PDF to be created.
A. Fixed Size: Sets the size and direction of PDF through drop-down list.
B. Custom: Customizes the Page Size of PDF to be created. You can select the units first and then set the width and height of page as needed.
C. Pop up alert when converting to PDF: Check this option to show message when converting PDFs in Microsoft Office by the Foxit Reader PDF add-in.

Documents

The Document of the Preferences dialog provides several ways to browse PDF documents.

● **Open Settings**

1. Allow Multiple Instances: Creates a new Foxit Reader window when double-clicked to open a PDF file.
2. Allow document to hide the menu bar/toolbars: Opens PDF file without menu bar and toolbars. This option is checked by default.
3. Alert when document requests Full Screen: A message box will pop up to confirm the operation when opening a PDF which has been defined to be opened in full screen mode.
4. In Web Browser, display PDF in Read mode by default: Opens a PDF in Read Mode automatically in web browser.
5. In Foxit Reader, please choose the mode for displaying PDF file: Display the PDFs in Read Mode or Full Screen Mode or normal way automatically when opening PDFs with Foxit Reader.

● **Prompt Messages**

1. Show the prompt message before closing all tabs: When you close a window with multiple tabs, Foxit Reader will ask you to confirm your choice. This prevents you from accidentally closing the whole window when you intend to close only the current tab.
2. Automatically save document as E-mail attachment: Automatically save the changes you made to a document and attach the modified document to your email system for sending.

● **Measurement Units**

Sets unit of page dimensions given in the status bar and print dialog.

● **PDF/A View mode**

Sets to view documents in PDF/A view mode (i.e. read-only mode) to prevent modifications to the documents.

1. Never: Never open documents in PDF/A view mode.
2. Only for PDF/A documents: Switch to read-only mode automatically when a PDF/A document is opened.

File Associations

This option allows you to set the default PDF Viewer.

● **Make Foxit Reader the default PDF Viewer**:

➢ **Advanced**

1. Include browser when setting default PDF viewer: check this option to set Foxit Reader as the default PDF viewer in browser.
2. Include preview when setting default PDF viewer: check this option to set Foxit Reader as the default PDF viewer in preview.
3. Include thumbnail when setting default PDF viewer: check this option to set Foxit Reader as the default PDF viewer in thumbnail view.
4. Use Foxit Reader to open embedded Acrobat files and embedded Foxit PhantomPDF PDF files in Microsoft Office: check this option to set Foxit Reader as the default PDF viewer in Microsoft Office for opening embedded Acrobat files and Foxit PhantomPDF PDF files.

➢ **Make Default PDF Viewer**: Makes Foxit Reader as default PDF viewer. Foxit Reader will be set as the default PDF viewer according to your setting in **Advanced** item. For example, if you check "Include browser when setting default PDF viewer" in **Advanced** item, and click **Make Default PDF Viewer** to activate the setting, then PDF files will be displayed by default with Foxit Reader in your Windows system as well as your browser.

➢ **Restore File Associations**: Restores settings in File Associations.

➢ **Always perform check when starting Foxit Reader**: If the default PDF viewer is not Foxit Reader, a message box will appear for the options to set it as your default viewer every time you run Foxit Reader.

Forms

The form tab enables you to set the preferences of the interactive form display.

● Always hide document message bar: You can decide whether to show or hide the document

message bar that appears below the toolbar area when opening an interactive PDF form.

- Highlight all fields: You can either highlight all fields or choose to highlight required fields as needed. You also can click the color panes next to change the highlight color.
- Enable Autocomplete: When filling an interactive PDF form, this feature auto-fills the field by predicting input based on the first few keystrokes typed based on any previously entered words.
- Email: You can edit the email title and contents which will be sent with the PDF form.

Full Screen

- Full Screen Navigation

  A. Select to show Scroll bar, Status bar, Tab bar or Navigation Panels in Full Screen mode.
  B. Show Exit Button – Check or uncheck this option to show or hide Exit Button in Full Screen mode.
  C. One page at a time – Displays a single page at a time in Full Screen mode.
  D. Left click to go forward one page; right click to go back one page -- Lets you page through a PDF document by clicking the mouse. You can also page through a document by pressing Space, Shift + Space, or the arrow keys.

- Full Screen Appearance

  Background – Click the color pane and choose the color you like to be the background color in Full Screen mode.

- Full Screen Transitions

  Foxit Reader supports page transition in Full Screen mode. There are 11 transition types: Split, Blinds, Box, Wipe, Dissolve, Glitter, Fly, Push, Cover, Uncover and Fade. Also, you could set the direction for the transition.

  A. Ignore all transitions: Check to ignore page transition in Full Screen mode.
  B. Default transition –Choose page transition for one document in the drop-down window.
  C. Direction - Set the direction for the transition.

General

The General Preferences setting provides options on Toolbar Settings, Snapshot Selection, Text Link, and Tab Bar.

- **Basic Tools**

  A. Use fixed resolution for snapshots - Sets the resolution used to copy the image captured

with the Snapshot tool. Automatically uses 72 pixels as default resolution.

B. Create links from URLs - Detects the text links in PDF documents and change the non-clickable links into clickable ones.

C. Minimize to system tray - You can save space on your task bar by minimizing the Foxit Reader to system tray. Check it to minimize Foxit Reader to system tray when you click the Minimize button.

D. Screen word-capturing - Check it to turn on this function that enables you to use your mouse to capture words inside a PDF file and have it translated if you are using dictionary software.

E. Make Hand Tool select text - Check it to enable hand tool to become text selection tool when moving it to the selectable content.

● **Tab Bar**

Max tab size – Allows you to specify a maximum tab size.

● **Menu & Status Bar**

A. Menu Exclusive Row – This option is checked by default.

B. Auto-hide Status Bar – Hides the status bar when opening a PDF, and enables it to float at the bottom of the page only when the cursor is moved to the bottom.

● **Application Startup**

A. Show Start Page: Check it to show the start page when running Foxit Reader.
B. Show Advertisement: Check it to show advertisement on the start page.

History

● **History**

A. Restore last section when application starts: Determines whether documents start automatically with the last viewed section.
B. Restore last view settings when reopening: Determines whether documents open automatically with the last viewed settings.
C. Maximum number of documents in history list: Sets the maximum number of PDF documents you read in history list. The default is 50 PDF documents.
D. Maximum number of documents in Recent Documents list: Sets the maximum number of PDF documents you read recently in FILE page. The default is 4 PDF documents.

Note: Foxit Reader allows users to set "maximum number of documents in history list" and "maximum number of documents in Recent Documents list" to 0.

Identity

Shows the identity of your application, including Login Name, Name, Title, Organization Name, Organization Unit, and Email Address. The identify information is quite useful in PDF reviews. It will help other review participants recognize your comments easily. The Login Name is set by default (using the username of the current operation system) and cannot be changed. Except for Login Name, you can change or complete your identity information in Identify Preferences.

Languages

Foxit Reader provides the commonly used languages to meet customers' needs to the upmost. Usually, Foxit Reader will automatically choose the language applied to your OS as its default during your installation. But changing languages after installation is supportable.

To change language after installation, please follow the steps below:

- Choose **FILE** > **Preferences** > **Languages**.
- Select **Choose custom language**.
- Select the language in either Official Language or Translated by Community.
- Click the website in the pop-up window to download the language package and Foxit Reader will automatically install the language.
- Click **OK** in the Preferences dialog box, and then choose **Restart** in the pop-up window to apply the language.

See also "Switching UI Languages".

Page Display

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

- Default Layout and Zoom
    A. Navigation tab: specifies the panel to be displayed in the opening view.
        a) Use Initial View: minimizes the Navigation panel and hides all panels.
        b) Page Only: displays Pages panel by default in opening view.
        c) Bookmarks Panel and Page: displays Bookmarks panel by default in opening view.
        d) Pages Panel and Page: displays Pages panel by default in opening view.
        e) Attachments Panel and Page: displays Attachments panel by default in opening view.
        f) Layers Panel and Page: displays Layers panel by default in opening view.

    B. Default page layout: You can view PDFs in following layouts:
        a) Single Page -- Displays one page at a time, with no portion on other pages visible.
        b) Continuous -- Displays pages in a continuous vertical column that is one page wide.
        c) Facing -- Displays each two-page spread with no portion of other pages visible.
        d) Continuous Facing -- Displays facing pages side by side in a continuous vertical

column.

See also "Changing the Page layout".

C. Zoom: Sets the magnification level for PDF documents when they are first opened. This value overrides document settings. The default uses the settings of the PDF document.

D. 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.

E. Custom Margin: Sets the margins between different pages with Facing or Continuous Facing page layout. The default is a margin of 8 pixels.

- Rendering

    A. Smooth Text: Optimally adjusts text display that best suits your monitor.

- Page Content

    A. Display transparency grid: Displays a grid behind transparent objects.
    B. Use logical page numbers: Open PDFs with the logical page numbers.
    C. Forbid the change of the current Zoom factor during execution of 'Go to Destination' actions (these actions can be launched from bookmarks): Check to forbid user to change the current Zoom factor during execution of 'Go to Destination'.

See also "Changing the Magnification Level of a Document".

PDF Sign

Convert PDF Sign signature to Black & White: check this option to sign PDFs in black & white color.

Print

- Printer

    Print Texts as graphics (ignore font substitution) – Sets the text font as graphics and printout fonts are exactly the same as the text fonts. Automatically allows quick print where Printer Font is substituted.

- Batch Print

    A. Show print settings before printing document: Check it to show the Print dialog box before printing a document.
    B. Require confirmation when printing multiple documents: Check it to show the confirmation message before starting batch printing.

Reading

● **Page Vs Document**

This preference determines how much of a document is delivered to a screen reader at a time. If a PDF isn't tagged, Foxit Reader may analyze the document and attempt to infer its structure, which can take a long time for a long document. You may want to set Foxit Reader to deliver only the currently visible page so that it analyzes only a small piece of the document at a time. This consideration will vary depending on the size and complexity of the document and on the features of the screen reader.

A. Only read the currently visible pages - This option is usually best when using a screen magnifier. It improves performance by eliminating the need for the software to process parts of the document that aren't visible. When Foxit Reader sends only the currently visible pages of a PDF to the memory buffer, the assistive technology has access to those pages only. It cannot go to another page until the next page is visible and Foxit Reader has sent the page information to the memory buffer. Therefore, if this option is selected, you must use the navigation features of Foxit Reader, not those of the assistive technology, to navigate from page to page in the document. You should also set the Default Page Display option in preferences to Single Page if you choose to have Reader send only the currently visible pages to the assistive technology.

B. Read the entire document - This option can be best if you use a screen reader that has its own navigation and search tools and that is more familiar to you than the tools in Foxit Reader.

C. For large documents, only read the currently visible pages - This option is selected by default and is usually best if you use a screen reader with long or complex PDFs. It allows Foxit Reader to deliver an entire small document but revert to page-by-page delivery for large documents.

● **Minimum number of pages in a large document**

When the "For large documents, only read the currently visible pages" option is selected, it allows you to set this minimum value.

Reviewing

● **Automatically Check for New Comments:**

Set the time interval to automatically check for new comments during shared review. By default, Foxit Reader will check for new comments every five minutes during shared review.

● **Shared Review Options**

A. Show welcome dialog when opening file: Check it to show the welcome dialog when opening a shared review. In the welcome dialog, you can view the general information for the shared review, including the initiator, deadline, review server and so on.

B. Show server connection warning when opening file: Check it to show the server connection warning when opening a shared review.

C. Remind before review expiration: If you check this option, a prompt message will pop up before the shared review expires.

● **Review option**

A. Show prompt messages for Shared Review: Determines whether to show prompt message for Shared Review when publishing comments in a shared review that contains several comments from other reviewers that have not yet been published to the command server. You can take ownership of these comments and publish them on behalf of the reviewers.

B. Show prompt messages for Email Review: Check this option to show prompt messages during email review.

● **Send Messages**

A. Use Auto-Complete List to suggest names when typing in the To and Cc line: Checking this option will enable Auto-Complete feature, which recognizes and suggests contacts based on the previously entered email addresses when you send back your comments during a shared review by email.

B. Empty Auto-Complete List: Click this option to remove all the email address entries from the Auto-Complete memory.

Security

Specify privileged locations for trusted content to exempt viewers from security restrictions in Safe Reading Mode. You can refer to "Bypass Security Restrictions in Safe Reading Mode" for more details.

Signature

Verify signatures when the document is opened.

Speech

● Volume: Sets the reading volume of Read out Loud.
● Use default voice: Check it to read content with default language, or you can select the required one from the combo box.
● Use default speech attribute: Check it to read with default pitch and rate, or you can uncheck it and then set pitch and rate in the combo box as needed.
● Read comments: Check it to enable the application to read out the comments when executing Read out Loud.

Spelling

● Enable spell check: Check **Enable spell check** to avoid spelling error.

Tablet

● Enable pressure sensitive: Enable pressure sensitive so that you can add free-form annotations with PSI in PDFs by supported touchscreen devices.

Trust Manager

Please refer to "Managing Security".

Updater

● Automatically install updates: The system will automatically download and replace the original files in the installation folder when there is a new version.
● Automatically download updates, but let me choose when to install them (recommended): The system will automatically download and display a message informing you of the upgrade and allow you to choose to upgrade to the new version. This option is checked by default.
● Do not download or install updates automatically: Never download or install updates automatically.

Viewing Properties

The Properties window provides information about the document, including the document's location, title, subject, author, fonts used, and security settings. This window also displays attributes set by other programs.

To view the PDF properties, please choose **FILE** > **Properties**. You can acquire all relevant information as follows:
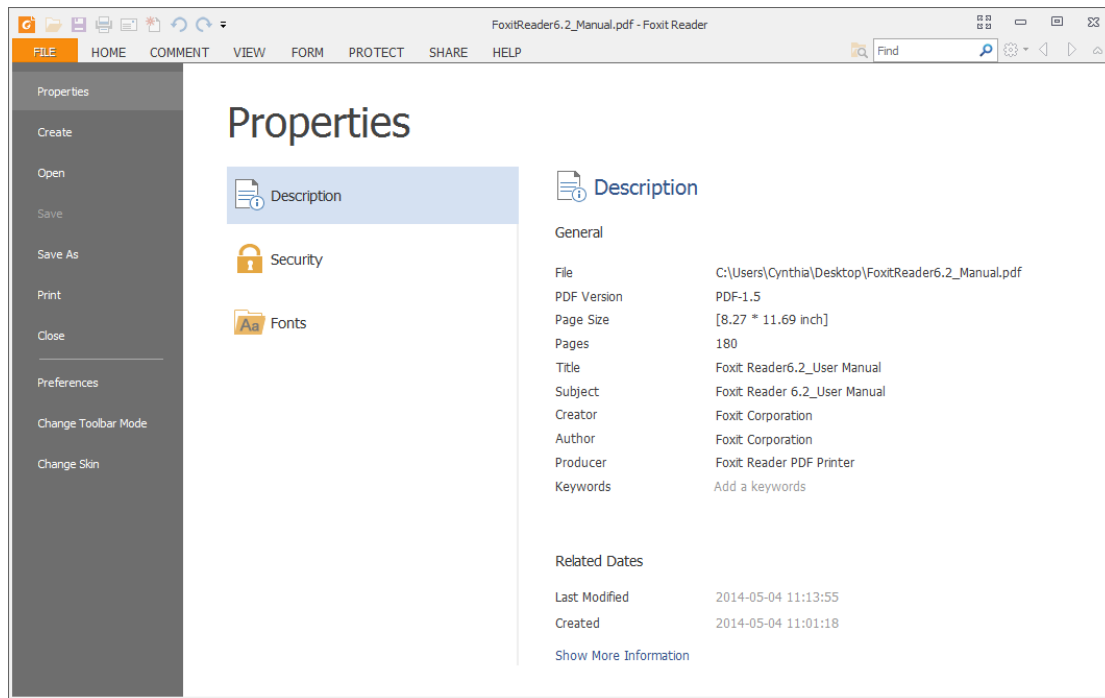
Description Tab of Properties Window

Description

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

- **General**

  - ➢ File—The location of the document.
  - ➢ PDF Version—The standard version of the document.
  - ➢ PDF Size—The size of the document.
  - ➢ Pages—Total number of pages of the document.
  - ➢ Title -- A general or descriptive heading of the document.
  - ➢ Subject -- The principal idea and point of the document.
  - ➢ Author -- The writer of the document.
  - ➢ Creator -- The application that produced the original document.
  - ➢ Producer -- The application or driver that converted the original document into a PDF document.
  - ➢ Keywords -- The words that are used to reveal the internal structure of an author's reasoning.

- **Related Dates**

  - ➢ Last Modified -- The date and time the document was last modified.
  - ➢ Created -- The date and time the document was created.

● **Show More Information**

This option will show you more description about the document properties, including general information, security, details and previous versions.

Security

The Security tab describes what changes and functionality are allowed within the PDF. If a password, certificate, or security policy has been applied to the document, the method is listed here. Changing security setting is not allowed in Foxit Reader.
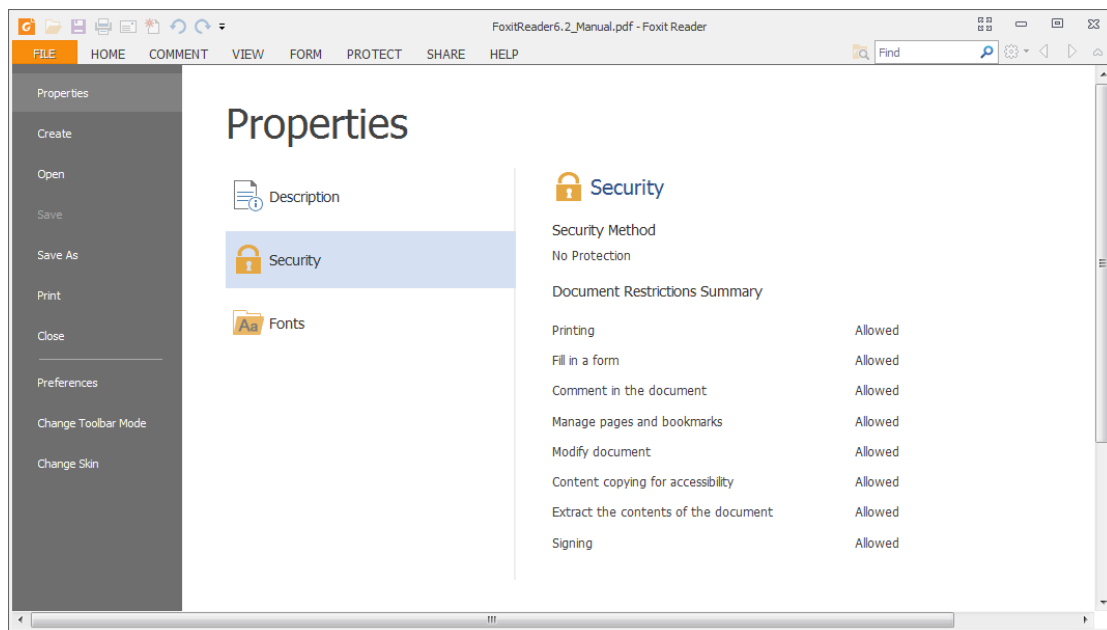
Security Tab of Properties Window

Fonts

The Fonts tab lists the fonts and the font types used in the original document, as well as the encoding used to display the original fonts.
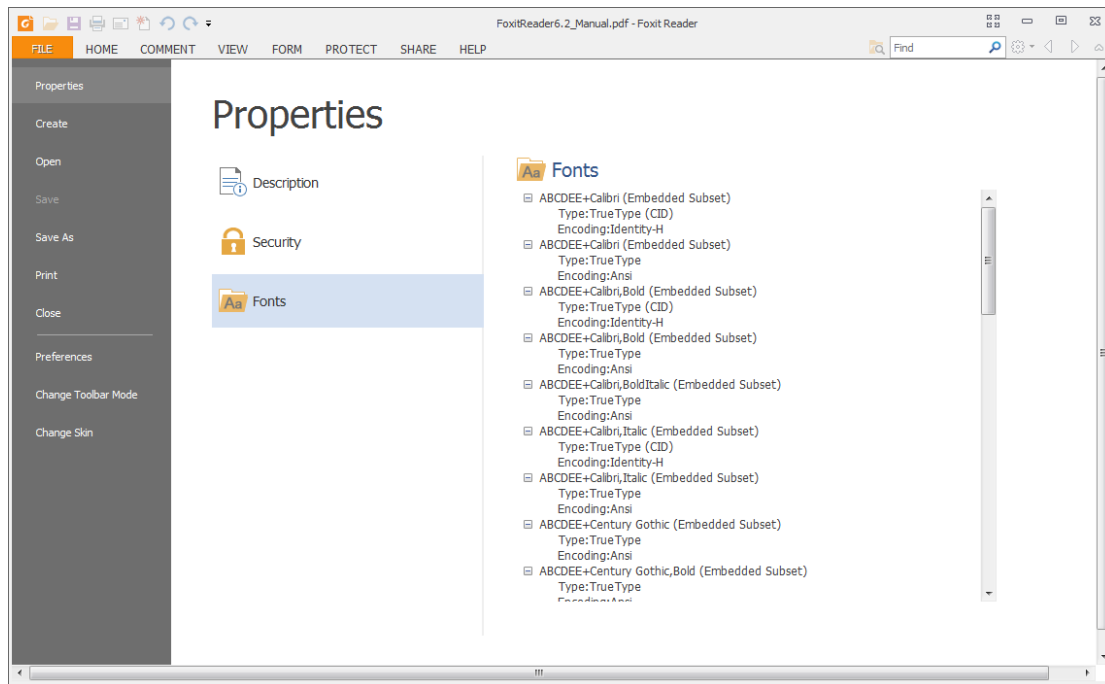
Fonts Tab of Properties Window

About Navigation Pane

The navigation pane, located next to the document pane, can display different navigation panels, including Layer panel, Attachments panel, Pages panel, Comments panel, Bookmarks panel, Security Settings panel and Digital Signature panel. Please note that the navigation pane is unavailable when Foxit is open but empty (no PDF is open).

The buttons on the left side of the navigation pane provides easy access to various panels, such as the Bookmarks panel button , the Pages panel button , and the Layers panel .

- To show the navigation pane, choose **VIEW** > **View Setting** > **Navigation Panels** > **Show Navigation Panels**, or use keyboard shortcut F4.
- To open a navigation panel, you can either click its button on the left side of the navigation pane, or choose **VIEW** > **View Setting** > **Navigation Panels** > [navigation panel name].
- To close the navigation pane, choose **VIEW** > **View Setting** > **Navigation Panels** > **Hide Navigation Panels**, or use keyboard shortcut F4, or right click on title of the navigation panel and select **Hide Navigation Panels**.

Tip: To show or hide the navigation pane, you can also click on the ◀ button at the top right corner of the navigation pane.

Adjusting the Navigation Pane

Like the toolbars, the navigation panels can be docked in the navigation pane or they can float anywhere in the work area of Foxit Reader. You can choose to hide or close the panels that you don't need and open the ones you do. What's more, you can also adjust the width of the navigation pane easily.

1. Viewing a Panel in the Navigation Pane

By default, all the panels dock in the navigation pane with a set of panel buttons appearing on the left side of the work area.

Do one of the following:

- Select the button for the panel on the left side of the navigation pane.
- Choose **VIEW** > **View Setting** > **Navigation Panels** > [panel name].

2. Changing the Display Area for Navigation Pane

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

- To minimize the navigation pane, click on the button ◄ at the top right corner of the navigation pane.

- To expand the navigation pane, click ⏩ at its top right corner and the navigation pane will be expanded to occupy the whole pane of Foxit Reader.

3. Docking or Floating a Navigation Panel

- To float a navigation panel, drag the panel button into the document pane.
- To move a panel, drag it by its panel button to another location.
- To dock a floating panel, double-click its title bar.
- To group two floating panels, drag the title bar of one panel into the other floating panel.

Customizing Shortcut Keys

People's habits using the keyboard are different and the familiarity to the buttons on a keyboard is distinct. The intellectualized Foxit Reader allows you to customize the shortcut keys according to your habit, which enables you to use the shortcuts more conveniently than before.

To customize toolbars, please follow the steps below:

- Click ⏷ on Quick Access Toolbar > select **More Commands**. In the popup **Customize Tools** dialog box, select **Keyboard** tab.

- Choose the tool's category in the Categories list and the action in the Command list.
- Input the appropriate shortcut with your keyboard. Click **Assign** to apply the shortcut. If you want to change the shortcut, just input the new one to replace it directly. The **Reset All** button can recover the default setting.

Note: The shortcut keys that have already being used cannot be reassigned. A message under the input tab will show you whether the shortcut key has been used by another command.

Switching UI Languages

To change the UI language of Foxit Reader, please go to **FILE** > **Preferences** > **Languages**.
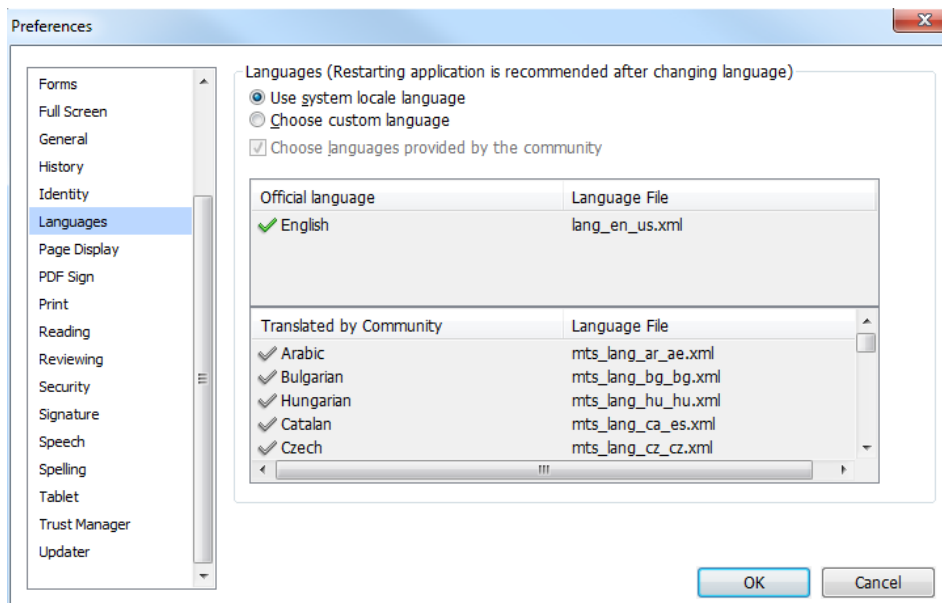
- Use system locale language—Makes the system locale language the UI language.
- Choose the custom language—Selects your localized UI language from the list.
- Choose language provided by the community—Selects the language translated by volunteers on Foxit multi-language translation system.

When switching UI language, you may meet one of the following cases:

- If the UI language package exists on your computer, the UI will be switched in a flash into the language you selected.

- If you don't have the UI language package on your computer but available on Foxit server, a prompt message will pop up asking you whether or not to download the language kits.

- If the UI language package is unavailable on Foxit server, a prompt message will pop up giving you a notice that you can get the UI language package on our website. In addition, you can also help us to do some translation so that we can localize Foxit Reader into your own language. To visit our multi-language translation system, please click here.

Chapter 3 – Viewing PDFs

Once the Foxit Reader is properly installed, you can open and view PDF files easily. When you have a PDF open, you can also adjust the view of the document, find text in it, and email to others.

Opening & Saving & Closing PDFs

Opening Documents

You can open and view PDFs in Foxit Reader from the desktop, or in a web browser.

Opening a PDF document in Foxit Reader

Start in the Start Page to Foxit Reader Window

When you open Foxit Reader, a Start Page will be opened by default, which introduces some product information of Foxit.

If you do not want to show the start page, please go to **FILE** > **Preferences** > **General** > **Application Startup** > uncheck **Show Start Page**.

Opening a PDF Document in Foxit Reader

Do one of the following:

- Choose **FILE** > **Open**, or click the **Open** button ![folder icon] on the Quick Access Toolbar. In the **Open** dialog box, select the file and click **Open**. PDF documents are usually identified with .pdf extension.
- Drag and drop the PDF file into the Foxit Reader window.

Note: You can open more than one PDF document within the same Foxit Reader application. When you open more than one file at a time, you can navigate the PDF files easily by clicking the corresponding tabs. If you only open one PDF, the tab will not be shown.

Opening a PDF Document from Desktop or within Other Applications

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:

- Email Application: In most email applications, you can double-click the attachment icon to open the document.

- Web Application: You can open a PDF document by clicking on the PDF file link in your web browser.
- File System: Double-click the PDF file icon in your file system.

Note: You can see the size of the opened document at the bottom right corner of the window. For example `145.27%` *. To set the unit of page dimensions, please refer to "*Measurement Units*".*

Opening a Secured PDF Document

If you receive a PDF that is protected by security features, you may need a password to open the document. Some protected documents have other restrictions that prevent you from printing, editing, or copying.

- When opening a protected PDF, you will be prompted to enter the password.
- When trying to copy or edit a secured PDF, you will find that the related functions or tools are disabled and grayed out.

Opening a PDF/A File

PDF/A is a specialized portable document format for the digital preservation of electronic documents. You may receive such PDF/A files that require favorable preservation of contents over an extended period of time as well as consistent and predictable retrieving and rendering in the far future. In view of this, Foxit Reader adds a PDF/A identification system, and supports to disable editing such files.

- When opening a PDF/A file, Foxit Reader will switch to PDF/A view mode by default, with a message bar showing PDF/A file notification under the toolbar (as shown below). Under such mode, you can only read the file, and modification is not allowed.
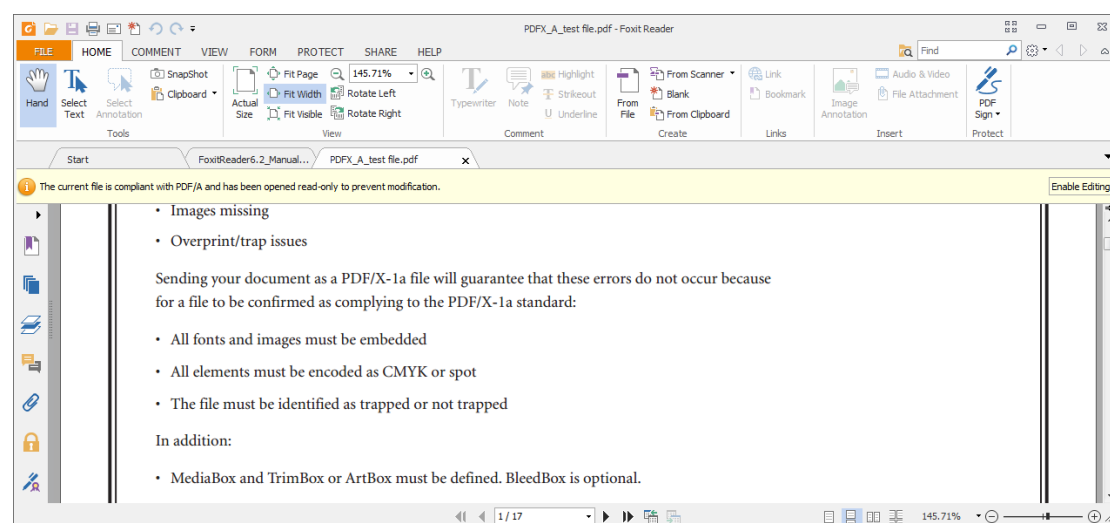
- You may need to edit a PDF/A file for any reason. To enable editing PDF/A files, please do one

of the following:

➢ Click the **Enable Editing** button on the right side of the message bar, and then click **Yes** to confirm your operation in the prompt message popping up afterwards.
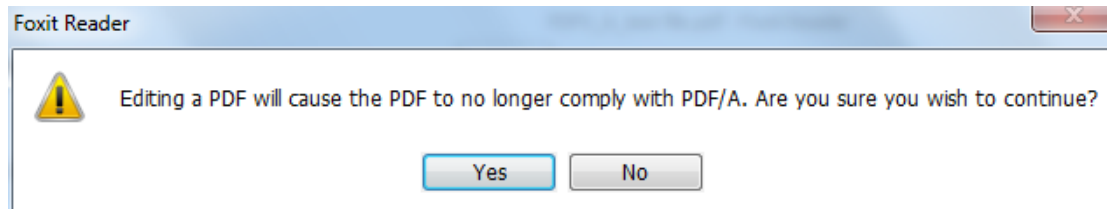
➢ (Alternatively) Choose **FILE** > **Preferences** > **Documents**, under PDF/A View mode, choose **Never** from the drop-down list, click **OK** and restart Foxit Reader.
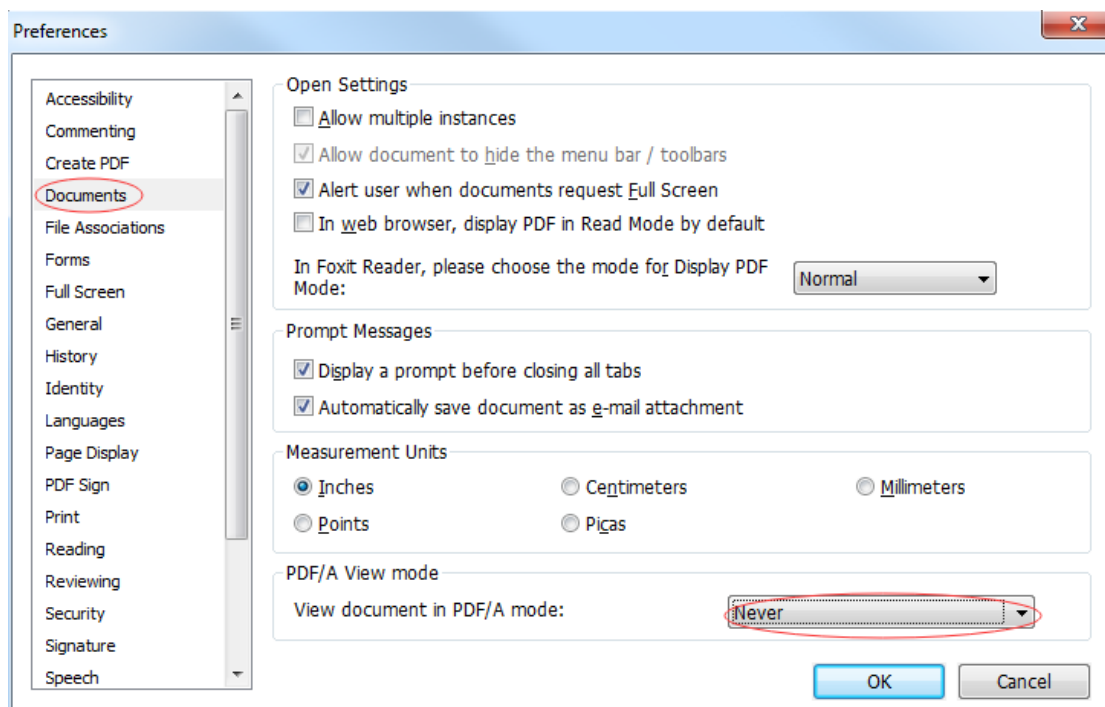
Retrieving Recently Opened Documents from within Foxit Reader

In **FILE** page, you will be able to instantly retrieve recently opened documents. Foxit Reader provides a list of recently opened PDF documents. Just choose **FILE** > **Open** > **Recent Documents**, and you can see the recently opened documents in Recent Documents list.
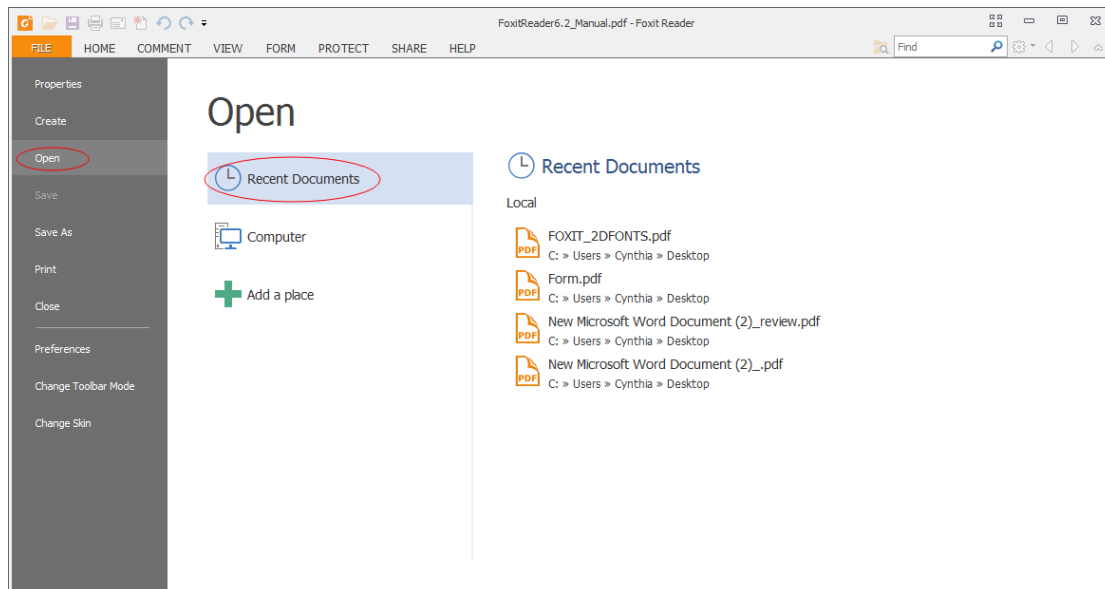
Note: *To customize the number of document in recently used list, please refer to "*<u>Maximum number of documents in recently used list</u>*".*

Saving Documents

Foxit Reader 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. If the file permissions allow, you can also save comments, form fields that you have added to a document, as well as save PDF contents in text format.

Saving a Copy of a PDF

- Choose **FILE** > **Save As** > **Computer**.
- Choose a folder (current folder or recent folder) or click **Browse** to select desired location.
- In the **Save As** dialog box, enter the filename and click **Save**.
- (Optional) Choose **Add a place** to save PDF files to a SharePoint repository. For detailed steps, please follow "<u>Save as PDF files to a SharePoint repository</u>".

Saving a PDF as a Text File

- Choose **FILE** > **Save As** > **Computer**.
- Choose a folder (current folder or recent folder) or click **Browse** to select a desired location.
- Choose TXT Files (*.txt) from the Save as type field in the **Save As** dialog box.
- Click **Setting** to choose the content range:
    - A. All Pages – save the whole document as a text file.
    - B. Current page – only save the current page you are reading as a text file.
    - C. From Page – enables you to select pages as a text file.
- Enter the filename and click **Save**.

Closing Documents

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

- Choose **FILE** > **Close**.
- Press shortcut key Ctrl + W.

Exiting Foxit Reader

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

- Click the big Close button ⊠ on Foxit Reader application window.

- Press shortcut key Ctrl + Q.

Viewing Documents

Multi-tab Browsing & Single/Multiple Interface Mode

Foxit Reader provides three different ways for you to read PDF files: multi-tab browsing, single document interface mode, and multiple document interface mode.

Multi-Tab Browsing

The multi-tab browsing feature enables you to open multiple files in a single instance. If you already have a PDF open and then double-click another pdf file, it will be opened in the same window.

Opening a New Tab

To open a new tab, you can double-click a PDF file, select **FILE** > **Open**, or click the **Open** button 📁 on the toolbar.

Closing a tab

To close the current tab, you can do one of the following:

- Click the Close Tab button ⊠ at the top right corner of the Tab Bar.
- Double-click on the Tab Bar.
- Click the middle button of the mouse on the Tab Bar.
- Right-click on a tab and choose **Close Tab /Close Others/Close Left/Close Right**.

- Select **FILE** > **Close**.

To close all tabs at the same time, click the Close button $\boxtimes$ at the top right corner of Foxit Reader window, or right-click on a tab and choose **Close All**.

Single Document Interface Mode

The single document interface mode enables you to open multiple instances of Foxit Reader. Foxit Reader will create a new window when you double-click to open a new PDF file, which is very useful for viewing different files side by side.

- To enable single document interface mode, please go to **FILE** > **Preferences** > **Documents** > **Open Settings** > check **Allow Multiple Instances** option.
- To disable single document interface mode, please go to **FILE** > **Preferences** > **Documents** > **Open Settings** > uncheck **Allow Multiple Instances** option.

Multiple Document Interface Mode

The multiple document interface mode sets multiple documents under a single parent window, as opposed to all windows being separated from each other (single document interface).

- To enable multiple document interface mode, please go to **FILE** > **Preferences** > **Documents** > **Open Settings** > uncheck **Allow Multiple Instances** option.
- To disable multiple document interface mode, please go to **FILE** > **Preferences** > **Documents** > **Open Settings** > check **Allow Multiple Instances** option.

Text Mode & Reade Mode

Text Mode

With Foxit Text Viewer, you can work on all PDF documents in pure text view mode. It allows you to easily reuse the texts scattered among images and tables, and acts like Notepad. Also, you can adjust some settings to meet your needs.

Entering Text Mode

Do one of the following:

- Choose **VIEW** > **Document Views** > **Text Viewer** .
- Press the shortcut key Ctrl+6.

Customizing Text Viewer

As soon as Text Viewer is activated, you can use the Text Viewer Toolbar to customize your own work area. This Toolbar is set to be invisible by default.

1. Changing text font when reading with Text Viewer

● Right-click on the text, choose **Font Settings** from the Context Menu, and then select the **Font** option.
● Choose Font name, Font Style, Font Size, Effects, Color and Script from respective fields in **Font** dialog box. The suggested font for best screen display is Courier New.
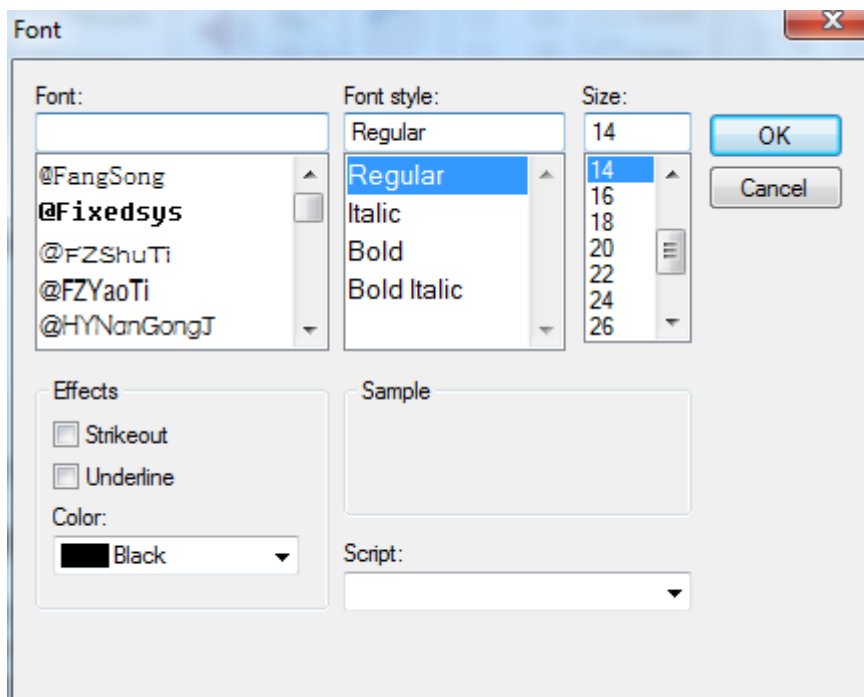
*Note: You can change all aspects pertaining to text view font in the **Font** dialog box, or you can also use individual options on Context Menu to change font color and toggle between regular style and Bold or Italic styles.*

2. Toggling between regular style and Bold style

Select the text and right click on it. Choose **Font Settings** from the Context Menu, and then select the **Bold** option.

3. Toggling between regular style and Italic style

Select the text and right click on it. Choose **Font Settings** from the Context Menu, and then select the **Italic** option.

4. Changing Text Viewer settings

● Right-click the text, and choose **Settings** from the Context menu.

● The **Text Viewer Settings** dialog box pops up.
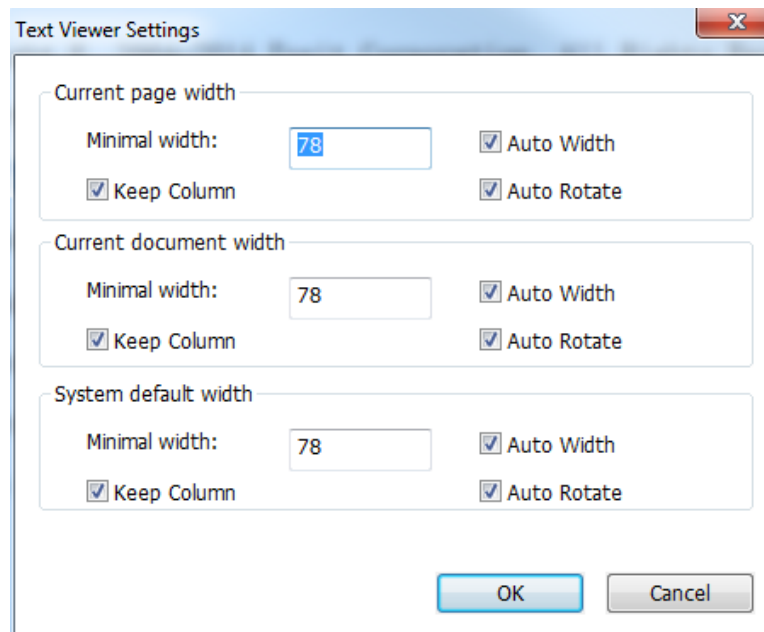
● Below are the text viewer settings:

A. Set page width at three different levels: Current page width, Current document width and System default width.

B. Minimal width – The valid value for this field is 0-1024. It is set to 78 by default.

C. Keep Column – For PDF tables or text columns, you can check Keep Column to retain appropriate column in text viewer mode. It is checked by default.

D. Auto Width – For PDF tables or text columns, you can check Auto Width to keep proper width between texts automatically. It is checked by default.

E. Auto Rotate – You can check Auto Rotate to ensure consistent orientation with that of the printer. It is checked by default.

Navigating in Text Viewer Mode

1. Going to the next or previous page

Do one of the following:

● Choose **VIEW** tab and click ▶ or ◀ on the toolbar.

● Click Previous Page ◀ or Next Page ▶ on the status bar.

● Put the cursor in the Document Pane, press the Left or Right Arrow on keyboard to move the pages up or down.

● Press the Space Bar or Shift + Space to move the pages up or down.
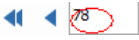
2. Going to the first or last page

Do one of the following:

- Choose **VIEW** tab and click ◀ or ▶ on the toolbar.

- Click the First Page icon ◀ or the Last Page icon ▶ on the Status Bar.

- Press the **Home** or **End** keys.

3. Going to a specific page

Do one of the following:

- Choose **VIEW** tab, in the **Go To** group ◀ ◀ 78 ▶ ▶ , input the specific page number and press **Enter**.
- Input or select the specific page number on the Current Page Number Box 5 / 180 ▾ on Status Bar, and press **Enter**.

Note: If the opened PDF document contains logical page numbers, Foxit Reader supports displaying the logical page numbers on the Current Page Number Box.
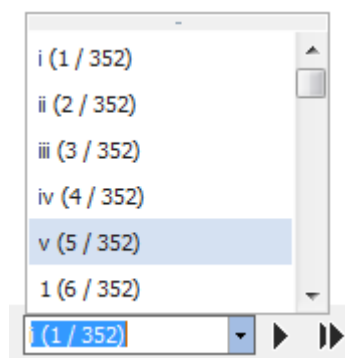
Changing the Magnification Level of a Document

Choose **VIEW** > **Tools** > **Zoom** > **Zoom In** or **Zoom Out**. Or you can select a percentage as required on the context pane under **Zoom**.

Finding text in Text Viewer Mode

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

- Press Ctrl + F.

- Type the text in the Find What field.
- Select the search options to limit your search:
  A. Whole Words Only -- limits the search to match only whole words. For example, if you search for the word *Read*, the word *Reader* will not be found.
  B. Case-Sensitive -- makes the search case-sensitive. For example, if you search for the word *text*, the words *Text* and *TEXT* will not be found.
  C. Include Bookmarks -- find text in bookmarks also.
  D. Include Comments -- find text in comments also.
  E. Include Form Data -- find text in form data also.
- Press **Enter** and Foxit Reader will jump to the first instance of the search term, which appears highlighted.
- Press **Enter** repeatedly or shortcut key F3 to continue searching the next instances of the search term.

Read Mode

In Read Mode, the PDF will be displayed in a way that hides much of the interface, including navigation pane, toolbar, and status bar, to maximize the document display area. It enlarges the document pane, keeping you from wasting reading space, leaving the tab bar with you for necessary operations.

To read a document in Read Mode, please choose one of the following:

- Choose **VIEW** > **Document Views** > **Read Mode** .
- Press the shortcut key "Ctrl + H" on the keyboard.
- Right-click the document pane > choose **Read Mode**.

In Read Mode, a basic toolbar floats at the bottom of the page. It offers some basic tools, such as save, print, and zoom in/out. Please move the cursor to the bottom to activate the floating box.

If you open more than one PDFs, please press "Ctrl + Tab" on the keyboard to switch through them in Read Mode.

Read Out Loud

Read Out Loud is a Text-to-Speech (TTS) tool. It reads the text in a PDF aloud, including the text in comments and alternate text descriptions for images and fillable fields. With this feature, you can obtain information without viewing the pages, helping to effectively relief eyestrain. It also enables you to view other materials while listening to the content.

To use the Read Out Loud, please go to **VIEW** > **Assistant** > **Read** > **Read Current Page** or **Read from Current Page**.

Set Reading Preferences

Please go to **FILE** > **Preferences** > **Reading**.

Page vs. Documents:

1. Only read the currently visible pages – Reads the visible page which is displayed in the current window.
2. Read the entire document – Reads every page of the document in order.
3. For large documents, only read the currently visible pages – If you open a large PDF, the system reads only current pages which are visible in the window.
4. Minimum number of pages in a large document – Sets the minimum number of pages. If the number of pages exceeds the setting number, the document will be defined as a large document.

Reading Actions

In Read Mode, some simple actions are offered for you to control the reading status, including read from current page, read current page, pause, stop, rate up, rate down, volume up and volume down.

To read the document, please follow the steps below:

➢ Choose **VIEW** > **Assistant** > **Read** Read **> Read Current Page** or **Read from Current Page**.

➢ Click **Volume** tool > drag the slider to adjust the volume of reading.

➢ Click **Rate** tool > drag the slider to adjust the rate of reading.

➢ Click **Pause** tool to pause.
➢ Click **Stop** from the drop-down menu to stop reading.

Read Out Loud uses the available voices installed on your system. If you have SAPI 5 voices installed from text-to-speech or language applications, you can choose them to read your PDFs.

Note: Read Out Loud isn't a screen reader, it may not be available in some operating systems.

Split View

Using Split View, you can view a PDF with the document pane divided into two panes (Split command) or four panes (Spreadsheet Split command).

● With the Split View, you can scroll, change the magnification level, or turn to a different page in the active pane without affecting the other pane(s).

To change to Split View, choose **VIEW** > **Page Display** > **Split** tool ⊞ > **Split**.
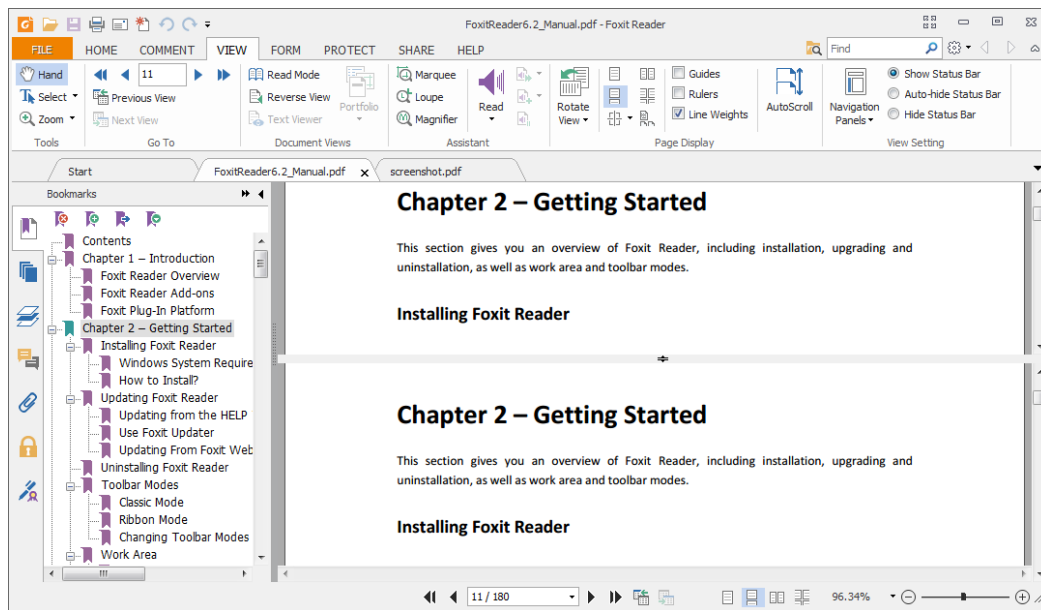
- The Spreadsheet Split view is useful if you want to keep the vertical or horizontal headings visible while scrolling through a large spreadsheet or table of the current page. In this mode, changing the magnification in one pane can make the magnification in all panes be changed in the same time. Also, scrolling is coordinated among the panes.

  Note: If you stay in the same page when scrolling horizontally, the above two spans which show the headings will not be scrolled. But if you scroll to the next page, the above spans will also skip to show the headings of the next one's. When scrolling vertically, the two panes in the same queue will be scrolled, while the panes next to them will not.

To change to Spreadsheet Split View, you should choose **VIEW** > **Page Display** > **Split** tool ⊞ > **Spreadsheet Split**.
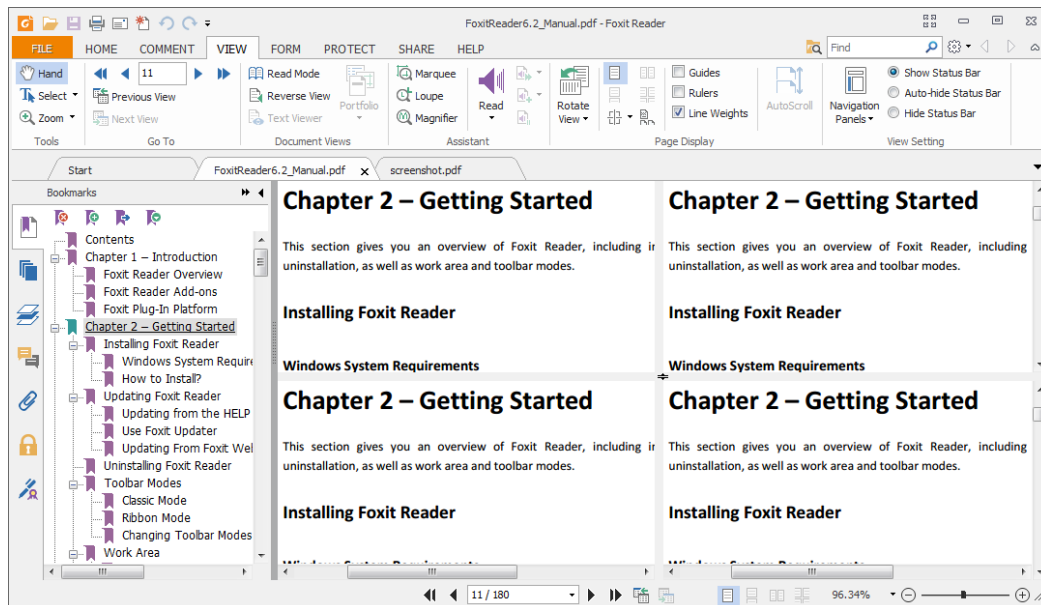
Line Weights View

In Line Weights View, the lines will be displayed with the weights defined in the PDF file. When Line Weights View is turned off, the lines will be displayed with the constant stroke width (1 pixel), regardless of zoom. The following screenshots show the comparison of the PDF file displayed in Line Weights View and Non-Line Weights View.

<div align="center">
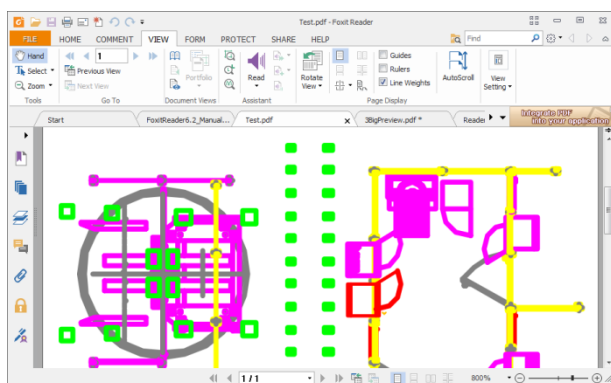
PDF in Line Weights View   **PDF in Non-Line Weights View**
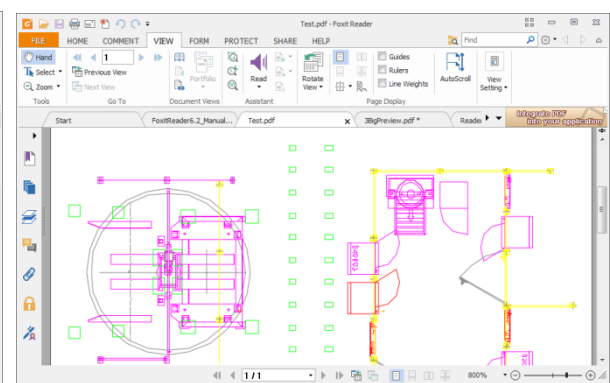
</div>

- To enter Line Weights View, please choose **VIEW** > **Page Display**, and then check **Line Weights** option.
- To exist Line Weights View, please choose **VIEW** > **Page Display**, and then uncheck **Line Weights** option.

Full Screen Mode & Fit the Window Mode

Full Screen Mode

In Full Screen mode, Foxit Reader Document Pane fills the entire screen, with Tab Bar, Toolbar, Status bar, and Bookmarks pane hidden behind. The mouse pointer remains active in Full Screen mode so that you can click links.

1. To set Full Screen preferences, please refer to "Setting Full Screen Preferences" .

2. To enter Full Screen mode, please do one of the following:

- Click the Full Screen button   on the right of the Toolbar.
- Press the shortcut key F11.
- Right-click the Document Pane and select **Full Screen**.

3. To adjust the view in Full Screen mode, right-click the document and work with the Context Menu.

Note: This feature will not be available unless you clear Left click to go forward one page; right click to go back one page *check box in the Preferences dialog.*

4. To Exit Full Screen Mode:

- Press Esc key or the shortcut key F11.

Fit the Window Mode

There are four types for you to choose:

- To resize the page to fit entirely in the document pane, choose **VIEW** > **Tools** > **Zoom** > **Fit Page**, or right-click the Document Pane and choose **Fit Page**.
- To resize the page to fit the width of the window, choose **VIEW** > **Tools** > **Zoom** > **Fit Width**, or right-click the Document Pane and choose **Fit Width**. Part of the page may be out of view.
- To resize the page to its actual size, choose **VIEW** > **Tools** > **Zoom** > **Actual Size**, or right-click the Document Pane and choose **Actual Size**.
- To resize the Document Pane to fit page by visible area, choose **VIEW** > **Tools** > **Zoom** > **Fit Visible**.

Adjusting the View of Documents

Foxit Reader provides multiple tools that help you adjust the view of your PDF documents. It

includes simple tools such as Zoom In and Zoom Out, as well as more advanced tools like setting the page layout and orientation. As for some settings, please refer to "<u>Setting Preferences</u>".

Changing the Orientation of a Document

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

● Choose **VIEW** > **Page Display** > **Rotate View** > **Rotate Left** or **Rotate Right**.

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

Changing the Magnification Level of a Document

Do one of the following procedures:

1. Go to **VIEW** > **Tools** > **Zoom** > **Zoom Out** or **Zoom In**.

2. Adjust a magnification percentage in the Magnification Percentage Area

132.02% on the Status Bar.

3. Go to **VIEW** > **Tools** > **Zoom** > choose a magnification percentage.

4. Right-click the Document Pane > choose **Zoom In** or **Zoom Out**.

5. Using the Loupe Tool

● Choose **VIEW > Assistant > Loupe** Loupe .
● Move the loupe tool to the places you want to view, you will see the amplificatory or decreased objects in the **Loupe Tool** dialog box.
● (Optional) Select the **Lock** option in the **Loupe Tool** dialog box. Click the area of the document you want to view in closer detail. A red rectangle appears in the document, corresponding to the area shown in the **Loupe Tool** window. You can drag or resize the rectangle to change the Loupe tool view.
● To change the scale ratio of the Loupe Tool, you can either enter a value in the zoom text box, or drag the slider in the **Loupe Tool** dialog box.

6. Using the Magnifier

You can easily magnify areas of the PDF files as you work on Foxit Reader with this free tool. It is especially useful for visually impaired people with some functional vision.

Magnifier   **Fisheye Magnifier**

- Choose **VIEW** > **Assistant** > **Magnifier** 🔍 Magnifier .
- Move the Magnifier to the places you want to view.
- To switch between Magnifier and Fisheye Magnifier, press the left mouse button.
- To change the size of magnifier window, press the right mouse button.
- To turn off the Magnifier, choose any other tools or press **ESC** Key to directly return to Hand Tool.

Changing the Page Layout

Changing page layout is especially useful when you want to zoom out to get an overview of the document layout. Foxit Reader provides the 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.
- Separate Cover Page–Show Cover Page During Facing.

If a document has more than two pages, the first page can be displayed alone on the right side of the document pane in Facing and Continuous Facing views.

To display the cover page as the first page on the right followed by two facing pages, please choose the Facing or Continuous Facing mode, and then select **VIEW** > **Page Display** > **Separate Cover Page** button 📑 .

To set page layout, please do one of the following:

- Choose **VIEW** and choose one of the modes to your needs.
- Click the Single Page button 📄 , the Continuous button 📄 , the Continuous Facing button

, or the Facing button   on toolbar or the Status Bar.

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.

Scrolling through Documents

1. Navigating around Documents

   Do one of the following:

*   **Using mouse actions or keystrokes**

   Scroll the mouse wheel or press the Down or Up Arrows on the keyboard to navigate around the documents.

*   **Scroll automatically**

   Automatic scrolling allows users to view documents without using mouse actions or keystrokes. Foxit Reader also enables you to change the scrolling speed with ease.

   A. Choose **VIEW** > **Page Display** > **AutoScroll**   .
   B. Do one of the following:
   ➢   To increase or decrease the scrolling speed, press the Up Arrow or Down Arrow key, depending on the direction of scrolling.
   ➢   To reverse the direction of scrolling, press the minus sign (-) key.
   ➢   To jump to the next or previous page, press the Right Arrow key or Left Arrow key respectively.
   ➢   To stop automatic scrolling, click **AutoScroll**   again.
   ➢   To pause automatic scrolling, press Space key.

   Tip 1: To perform auto-scrolling, you can also click the Hand Tool Hand *, hold the middle mouse button/wheel mouse button down, and then move the mouse to scroll the pages. You can press the middle mouse button/wheel mouse button again to exit AutoScroll mode.*

   Tip 2: To go back to Hand Tool Hand *mode, just press and hold the space key.*

2. Going to the next or previous page

Do one of the following:

- Click the **Previous Page** button ◄ or the **Next Page** button ▶ on **Go To** group under

  VIEW tab or ◄ / ▶ on the Status Bar.
- Put the cursor in the Document Pane, press the Page Up or Page Down keys to turn the pages.
- Put the cursor in the Document Pane, press the Left or Right Arrows on the keyboard to move the pages up or down.
- Press Space to scroll the page down or press Shift + Space to scroll the page up.

3. Going to the first or last page

Do one of the following:

- Click the **First Page** button ◄◄ or the **Last Page** button ▶▶ on **Go To** group under **VIEW** tab or ◄◄ / ▶▶ on the Status Bar.
- Press the **Home** or **End** keys.

4. Going to a specific page

Do one of the following:

- Choose **VIEW** and input the specific page number on the Current Page Number Box

  ◄◄ ◄ 2 ▶ ▶▶ and press **Enter**.
- Input or select the specific page number on the Current Page Number Box

  14 / 180 on the Status Bar, and press **Enter**.

Note: If the opened PDF document contains logical page numbers, Foxit Reader supports displaying the logical page numbers on the Current Page Number Box.

5. Retracing your steps

- To go back or forward one page, click the **Previous View** button ◄ or **Next View** button

  ▶ on the Toolbar under **VIEW** tab or Status Bar.
- (Alternatively) Choose **VIEW** and click **Previous View** or **Next View** in Go To group.

Navigating With Bookmarks

Bookmark displays the list of bookmarks that the document contains. Generally speaking, it is a visual table of contents that represents the chapters, main headings, and other organizational

elements in a document.

1. To show or hide bookmarks, do one of the following:

    *   Choose **VIEW** > **View Setting** > **Navigation Panels** > **Bookmarks**.

    *   Click the Bookmark button ![bookmark icon] on the Navigation pane.

    *   Click the button ◀ at the top right corner of the Navigation pane to minimize or maximize bookmarks.

2. To jump to a topic, click the bookmark or right-click the bookmark and then choose **Go to Bookmark**. Click the plus (+) or minus (-) sign to expand or collapse the bookmark contents.

Tip: When you navigate through the PDF document, the highlighted bookmark item will automatically be kept in sync with the current page being displayed.

3. To expand the current bookmark

To select the bookmark for the displayed page of the PDF document, click the **Expand the Current**

Bookmark button ![expand icon] at the top of the Bookmarks panel.

If the bookmark was hidden in a collapsed parent bookmark, the parent bookmark will be opened, and the corresponding bookmark which is nearest to the current page's location will be highlighted, so that users can see the selected bookmark and locate the related item on the current page.

Navigating with Page Thumbnails

Page thumbnails are reduced-size versions of PDF pages. It provides miniature previews of document pages and makes it easier to view and recognize them. The red box on the page thumbnail indicates which area of the page appears.

A. To show or hide page thumbnails, do one of the following:

*   Choose **VIEW** > **View Setting** > **Navigation Panels** > **Pages**.
*   Click the Page button ![page icon] on the Navigation pane.
*   Click the button ◀ at the top right corner of the Navigation pane to minimize or maximize Pages panel.

B. To navigate with page thumbnails, do one of the following:

*   To jump to another page, click its thumbnail.
*   To move to another location of the current page, drag and move the red box in its thumbnail.
*   To resize the visible area of the current page, drag the resize handle on the bottom right

corner of the red box.

● To resize page thumbnails, right-click on a thumbnail, and then choose **Enlarge Page Thumbnails** or **Reduce Page Thumbnails**. Or click [icon] or [icon] on the top of Pages panel to enlarge or reduce page thumbnails separately.

C. In the Single Page Displaying Mode, the page thumbnails will show up when dragging the scrollbar to view the page.

Tips:
1. To add an action to a page thumbnails, please refer to "Adding an Action to a Bookmark".
2. Ctrl + click or Shift + click to select multiple page thumbnails at one time.

Navigating with Links

Links take you to another location in the 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:

● Select the Hand tool [Hand icon].
● Position the pointer over the link until the pointer changes to the hand with a pointing finger [hand icon].

Finding Text

Foxit Reader provides handy tools to find text. You can not only search text in a PDFs, folders, or disks, but also in portfolios. Also, you can limit your search by choosing the options offered on the Find Text dialog box to find specific items.

Finding Text in the Current PDF

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

● Type the text in the Find box [Find icon] at the upper right corner of the document.
● Click **Find Previous** or **Find Next** tools [icons] to locate to relevant match.
● (Advanced Searching) Select a search option on the drop-down menu of Filter [icon] next to Find box to limit your search:

    A. Whole Words Only -- Limits the search to match only whole words. For example, if you search for the word *Read*, the word *Reader* will not be found.

    B. Case-Sensitive -- Makes the search case-sensitive. For example, if you search for the word *text*, the words *Text* and *TEXT* will not be found.

C. Include Bookmarks -- Enables you to search the text in bookmarks.

D. Include Comments -- Enables you to search the text in comments.

E. Include Form Data –Enables you to search the text in form data.

Note: C/D/E options will be active for finding text in the current PDF document and doing the advanced search.

● Foxit Reader jumps to the first instance of the search term, which appears highlighted.

● Press **Enter** repeatedly or shortcut key F3 to continue searching the next instances of the search term.

Doing Advanced Search

The search function enables you to search for a string of characters or patterns according to the type of search option you choose; either in a single PDF file or in multiple PDF files under a specified folder. When the search is finished, all occurrences will be listed in a tree view, allowing you to quickly preview the contexts and jump to specific locations.

1. Searching Text and Patterns

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

● Click **Search** tool next to Find box.

● In the Search Window right beside the Document Pane, type the text you want to search for.

● Below "Where would you like to search?" check one of the following to define the search field.

A. To search the text in the current PDF document, select "In the current PDF document". This option will be grayed out if no document is open.

B. To search the text in all PDF documents in specific files or disk, select **All PDF Documents in** > choose one of the disks or user-selected search paths. Foxit Reader will show the path of the currently opened document for easier location.

C. To search the text in selected documents in PDF portfolio, please select **Selected PDFs in portfolio**. This option is only available when a PDF portfolio is opened.

D. To search text in the PDF portfolio, please select **All PDFs in portfolio**. This option is only available when a PDF portfolio is opened.

E. To search a certain criteria, please check the **Patterns** option, and then select the pattern and country from the dropdown list below the option.

a) Patterns: Foxit Reader supports five categories currently: Phone Number, Date, Social Security Number, Email Address, and Credit Card Number. You can only choose one pattern of search at a time.

b) Country: Each country may have its particular format of social security numbers, phone numbers, and other criteria. You can choose the specific country to get the accurate pattern-based search results.

For text searching, you can also choose Find Options ⚙ besides selecting the path of text to be searched.

   a) To limit the search to match only whole words, check **Whole Words Only**. For example, if you search for the word *Read*, the word *Reader* will not be found.
   b) To make the search case-sensitive, check **Case-Sensitive**. For example, if you search for the word *text*, the words *Text* and *TEXT* will not be found.
   c) To search words in comments, please check **Include Comments**.
   d) To search words in bookmarks, please check **Include Bookmarks**.
   e) To search words in form data, please check **Include Form Data**.

● Click **Search** button.

● The results appear in the page order. Each item listed includes a few words of context and an icon that indicates the type of occurrence. If necessary, click the plus sign (+) to expand the search results. Then select a search result to view in the PDF.

● (Optional) Click **New Search** button to start a new search task.

2. Moving and Resizing Search Box

The advanced search box can float or be docked. You can also resize the box easily.

● To float the docked search box, please drag it by its title bar to another location in the work area.
● To move the floating search box, drag it by its title bar to another location in the work area.
● To resize the floating search box, drag any corner point to adjust.
● To dock the floating search box, double-click the title bar or drag it by the title bar to its original location.

Playing a Movie or a Sound Clip

PDF has extended itself to interactive multimedia support and media playing capabilities. Some PDF files may be layered with multimedia; which could include sound, music and video clips. Each movie and sound file usually includes a play area from which the media can be activated. The play area typically appears on the PDF page as an image or a blank rectangle, but can also be invisible. To play the media files, please make sure you have the necessary media player installed on your computer.

To play a movie or a sound, please do the following:

● Select the Hand tool Hand , and click the play area of the movie or sound file. When the pointer is positioned over the play area, it changes to the play mode icon.

Note: To protect your computer from viruses, Foxit Reader will pop up a dialog box soliciting your approval before playing multimedia files.

For more information, please refer to "Adding Video & Audio" for details.

Working with Asian Languages in PDFs

If you try to open PDF files for which the correct language font kits have not 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.

Thumbnails Preview in Windows

If Foxit Reader is set as the default PDF viewer, all the thumbnails of PDF files will be displayed in Windows Explorer when opening a specific folder. The status bar of Foxit Reader will be displayed at the bottom of the Preview pane, which provides the basic viewing tools for easy reading; this includes Go To tools, Zoom tools, and Rotate tool.
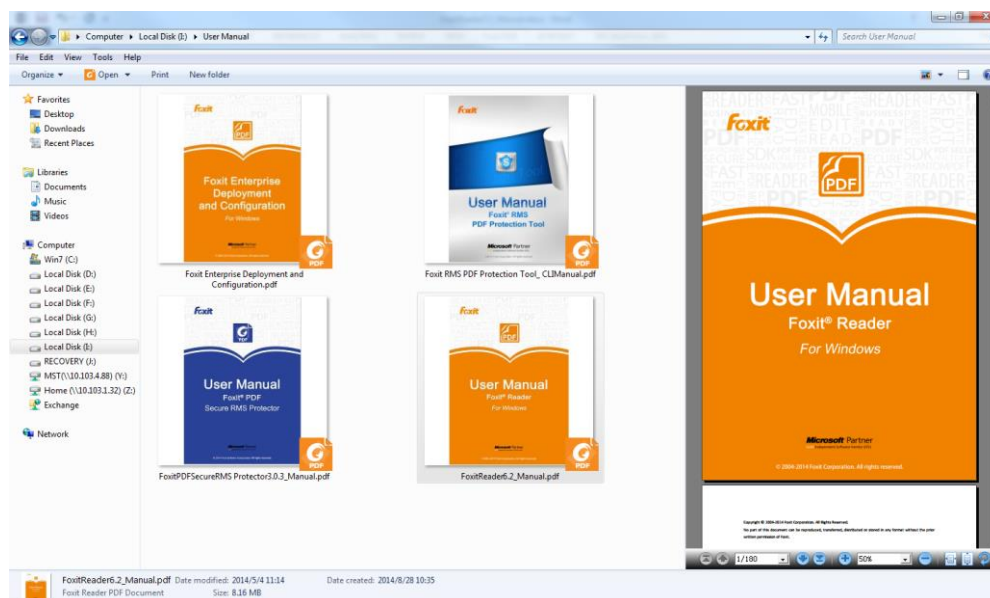
Note: This feature can currently be supported by Windows OS 32-bit and Windows 7 64-bit.

Chapter 4 – Working on PDFs

Foxit Reader allows you to copy text and images to other applications, and stamp PDFs. To learn more about this, please read the following explanations.

Select & Copy

With Foxit Reader 7.0 and newer versions, you can copy and paste text with styles; which include font, font size, font style, font color, and other text editing features.

Copying Text

The Select Text tool lets you select horizontal and vertical, as well as columns of text in a PDF. To copy text, click the **Select Text** tool in the Tools group under the **HOME** tab and do the following:

Selecting text

- Select a line of text: Move the cursor toward a line of text you want to select.
- Select a column of text: Place the cursor between the lines, move towards a column of text, and draw a rectangle over it.
- Select a word: Double-click the word you want to select.
- Select multiple paragraphs through pages: Start dragging from the beginning of the selection and scroll to the end of the selection without releasing your mouse.
- Select all the text: Press Ctrl + A, or select some text, right-click it and then choose **Select All**.
- Deselect all the text: Click anywhere outside of the text selected.

Copying text

Once you have selected the text, do one of the following:

- Right-click the selected text > choose **Copy**.
- Press shortcut key Ctrl + C.

Pasting Text

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

Copying Images

You can copy and paste individual images from a PDF to the clipboard, other files, or other applications.

Taking a Snapshot of an Image

To copy an image, please switch to the SnapShot tool 📷 .

- Choose **HOME** > **Tools** > **SnapShot** 📷 , and the pointer changes into a Cross ⊣⊢ automatically.
- Hold the pointer over the image and drag a rectangle around it.
- You will be prompted that the selected area has been copied to the clipboard.
- (Optional) Right-click the selected area, and then choose **Copy Selected Graphic**.
- Paste the selected image to other applications.

Taking a Snapshot of a Page

You can use the SnapShot tool 📷 to copy the entire page. Both text and images will be copied as an image.

- Select the SnapShot tool by choosing **HOME** > **Tools** > **SnapShot**.
- Drag on the page to select content, right-click anywhere on the page and choose "Select All" to copy the entire page.

To deselect it, click anywhere on the page.

- You will be prompted that the selected area has been copied to the clipboard.
- (Optional) Right-click the selected area, and then choose **Copy Selected Graphic**.
- Paste the selected image to other applications.

Note: The selected area will be highlighted in blue.

Copying a Combination of Text and Images as an Image

You can use the SnapShot tool to copy all selected content (text, images, or both) to the clipboard or other applications. Text and images will be copied as an image.

To copy a combination of text and images as a single image, do the following:

- Select the SnapShot tool by choosing **HOME** > **Tools** > **SnapShot**.
- Drag a rectangle around the text and images.
- You will be prompted that the selected area has been copied to the clipboard.

- (Optional) Right-click the selected area, and then choose **Copy Selected Graphic**.
- Paste the selected image to other applications.

Working with Layers

About PDF Layers

A layer or as it is more formally known Optional Content Groups (OCG) is a dictionary representing a collection of graphics that can be made visible or invisible dynamically by users of viewer applications. In a PDF file, each layer may hold any portion of the document's objects, and layers may be made visible or invisible, showing or hiding their contained objects, in any combination.

With Foxit Reader, you can control the display of PDF layers with the Layer panel. For example, you may divide background imagery, main content areas, and advertisements amongst their own top-level layers, and easily hide the layers that you don't want others to view.

Show or Hide PDF Layers

In a PDF, information can be stored on different layers. To show or hide related content stored in a variable number of separate layers, you can simply refer to the Layer panel on the left side of the work area. Please note that you cannot create or edit layers in Foxit Reader; however, you can view layers and choose to show or hide the content associated with each layer.
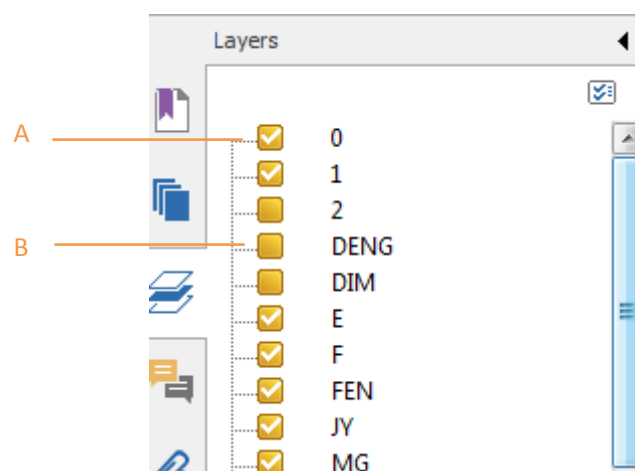
Layer Panel

A. *A checkmark indicates a displayed layer*   **B.** *Hidden layer*

1. Open the Layer panel, and then do one of the following:
- To hide a layer, uncheck the layer.
- To show a hidden layer, click the empty box and a checkmark will appear.

2. From ⬛ at the top right corner of the Layer panel, choose one of the following:

- List Layers for All Pages - Shows every layer across every page of the document.
- List Layers for Visible Pages - Shows layers only on the currently visible pages.
- Reset to Initial Visibility - Resets layers to their default state.
- Expand All – Expands all layers.
- Collapse All - Collapses all of the current layers in the view.

Measuring the Objects

The Measure tools enable you to measure distances and areas of objects in PDF documents. The measure tools are especially useful when you need to know the distances or areas associated with objects in a form or computer-aided design (CAD) drawing, or when you want to measure certain areas of a document before sending to a professional printer. The measure tools are available to Reader users only if the PDF creator enables measuring functionality.

When you use a measure tool, the tool dialog box displays the measurements of the line segments you draw.

Measuring the Objects

- Choose **COMMENT** > **Measure**.

- Select the **Distance** tool 📏 to measure the distance between two points. Click the first point, move the pointer to the second point, and click again. The measurements will appear on the page.

- Select the **Perimeter** tool 📏 to measure a set of distance between multiple points. Click the first point to start, and then click each point you want to measure. Double-click the last point to end measuring.

- Select the **Area** tool 📏 to measure the area within the line segments that you draw. Click the first point to start, and then click each point you want to measure. After you have clicked at least two points, click the first point or double-click the last point to complete the area measurement.

Note: You can also choose to complete or cancel measurement by right-clicking and choosing options from the context menu.

Upon measurement, the **COMMENT FORMAT** context tab will be called out. You can set parameters related to the measurement tool under this tab.
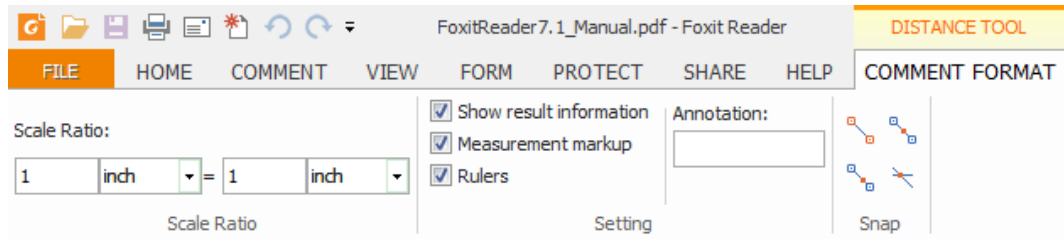
- To change the scale ratio (such as 1:2) on the drawing areas, specify the appropriate numbers in **Scale Ratio** group. If necessary, change the unit of measurement next to the ratio.

- By default, the measurement results, measurement markups, and rulers will be shown in Foxit Reader. To hide this information, please uncheck the relevant option(s) under the **Setting** group.

  ➢ Show result information: shows the measurement results (including current measurement, delta values, and scale ratio) on a small panel in Foxit Reader.
  ➢ Measurement markup: shows the line you draw as a comment. You can put the pointer over the measurement with the Hand tool selected so that you can view the measurement and annotation you have drawn. If you uncheck this option, the measurement line you drew will disappear when you measure another object or select another tool.
  ➢ Rulers: shows the rulers on the page.

- Annotation: By default, Foxit Reader will display the name of the measurement tool used as an annotation in the popup note. To change the annotation, please input the desired text in the Annotation box.

- Snap: While measuring objects, you can choose any of the options to snap to a particular point along an object for more accurate measurements.

  ➢ Snap to Endpoints : snap the measurement to the endpoint of a line.

  ➢ Snap to Midpoints : snap the measurement to the midpoint of a line.

  ➢ Snap to Paths : snap the measurement to the nearest point on the path.

  ➢ Snap to Intersections : snap the measurement to the intersection point of two paths.

Working on the Measurement Markup

After you complete the measurement, you are able to do further operations; such as move, resize, flip, and even work on it the way you work on comments.

Moving the Measurement Markup

- With the Hand tool Hand or Select Annotation tool Select Annotation selected, click the measurement

markup you want to move.

● Place the cursor over the object when the pointer changes into ▶ , hold and drag the mouse to move it to the intended place.

Changing the Length and Orientation of the Line Segment

● With the Hand tool 🖐 Hand or Select Annotation tool ⬚ Select Annotation selected, choose one of the resize

corners ■ , and you will see the pointer change into ✛ .

● Hold and drag the mouse to change the length and orientation of the line segment.

Flipping the Measurement and Annotation

You can reverse measurement and annotation of the object you draw.
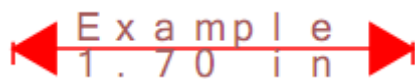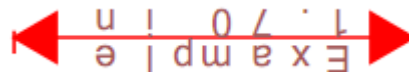
Before flipping   *After flipping*

To flip the measurement and annotation of the object, do the following:

● Select the Hand tool 🖐 Hand or Select Annotation tool ⬚ Select Annotation .

● Right-click the object you draw > select **Flip**.

Working on Measurement Markups as Comments

The measurement markups can also be used as comments. You can set the status, open popup notes, delete them, reply to the markups, change the properties, and set the current properties as default.

Note: To show measurement markup and the measurement results, right-click on the object you draw, and choose ***Properties*** *>* ***Appearance*** *> then check* ***Show text in line****.*

For information on how to work on the objects as comments, please refer to the corresponding section of "Chapter 5 – Comments".

Change the appearance of measurement markups

Foxit Reader provides two ways to change the appearance of measurement markups: through the **COMMENT FORMAT** context tab and via the **Properties** dialog box.

Change the appearance through the COMMENT FORMAT context tab

● Select the Hand tool Hand or Select Annotation tool Select Annotation.

● Click the measurement markup that you want to change the appearance, and then the **COMMENT FORMAT** context tab will appear on the ribbon.
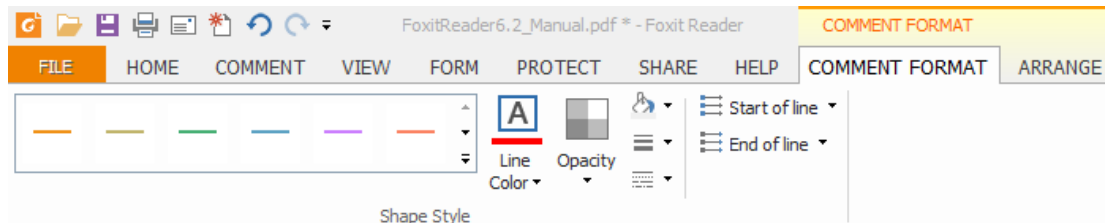
● Do any of the following as needed:

  ➤ Change the line color: Select one of the preset colors from the box, or click **Line Color** and then choose a desired color from the color palette.

  ➤ Change the opacity: Click **Opacity**, and then drag the slider to change the opacity.

  ➤ Set the fill color: Click the fill color button , then choose a desired color from the color palette.

  ➤ Change the line width: Click the line width button , and then select a desired value.

  ➤ Change the dash type: Click the dash type button , and then select a dash type as needed.

  ➤ Change the shape for the start/end of the line: Click **Start of line** or **End of line**, and then select a desired shape.

Change the appearance via Properties dialog box

● Select the Hand tool Hand or Select Annotation tool Select Annotation.

● Right click the measurement markup that you want to set the appearance, and then select **Properties** from the context menu.
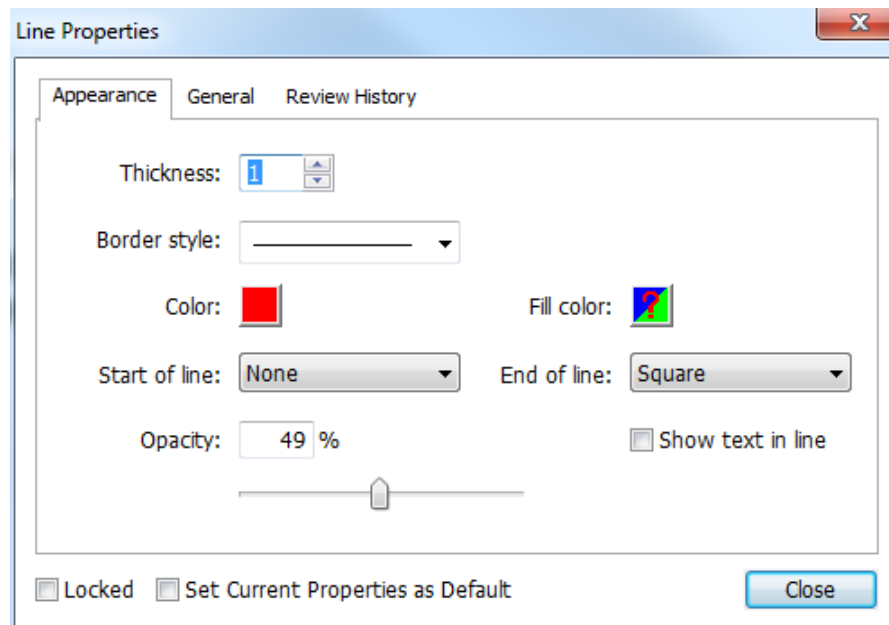
- Follow the steps specified in <u>"Changing the Appearance for Drawing Markups"</u>.

Arrange the measurement markups

You can arrange the measurement markups by two methods: through the **ARRANGE** context tab or via the context menu.

Arrange the measurement markups through the ARRANGE context tab

- Select the Hand tool or Select Annotation tool .
- Click the measurement markup that you want to arrange, and then the **ARRANGE** context tab will be called out.
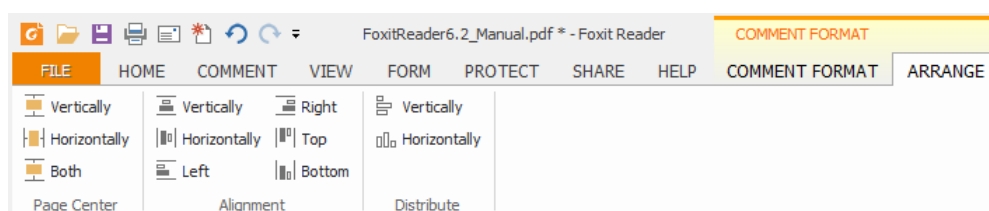
- To center the measurement markups:

  ➢ Select the measurement markup to be centered.
  ➢ (If needed) Press Ctrl (or Shift) and click the measurement markups to select multiple measurement markups.
  ➢ Choose **Page Center** > **Vertically/Horizontally/Both** to center the objects vertically, horizontally, or both on the page.

- To align the measurement markups:

  ➢ Select two or more measurement markups that you want to align.
  ➢ Choose **Alignment** > **Left/Right/Vertical** to align a column of measurement markups.
  ➢ Choose **Alignment** > **Top/Bottom/Horizontally** to align a row of measurement markups.

Note: When you select the measurement markups, the solid border handles will show up for the anchor markup, which is the last measurement markup you selected. The selected measurement markups will be lined up with the edges of the anchor measurement markup.

- To distribute the measurement markups:

  ➢ Select three or more measurement markups you want to distribute.
  ➢ Choose **Distribute** > **Vertically** or **Horizontally**.

Arrange the measurement markups via the context menu

- Select the Hand tool Hand or Select Annotation tool Select Annotation.
- Right click the measurement markups, and then do one of the following:

  ➢ Choose **Align** > **Left/Right/Vertically** to align a column of measurement markups, or **Align > Top/Bottom/Horizontally** to align a row of measurement markups. The Align options are available when you select two or more objects.
  ➢ Choose **Center** > **Vertically/Horizontally/Both** to center the measurement markup(s) on a page.
  ➢ Choose **Distribute** > **Vertically/Horizontally** to distribute them. This function is available when you select three or more objects.

Note: When you right click one of the selected measurement markups, the solid border handles will show up, indicating that it is the anchor markup. The selected measurement markups will be lined up with the edges of the anchor measurement markup.

You can also refer to "Working with Multiple Images" for more details.

Switching between Basic Tools

The Foxit Reader Basic Toolbar consists of the Search tool, Hand tool, Select Text tool, Snapshot tool, Typewriter tool, and other editing tools. You can switch between these basic modes by choosing commands on the tab bar or clicking the individual icons on the toolbar. Only one mode can be chosen each time, and they cannot be used simultaneously.

Using Rulers & Guides

Foxit Reader provides horizontal and vertical ruler guides to help you align and position text, graphics, or other objects on the page. They can also be used to check the size and the margins in a document.
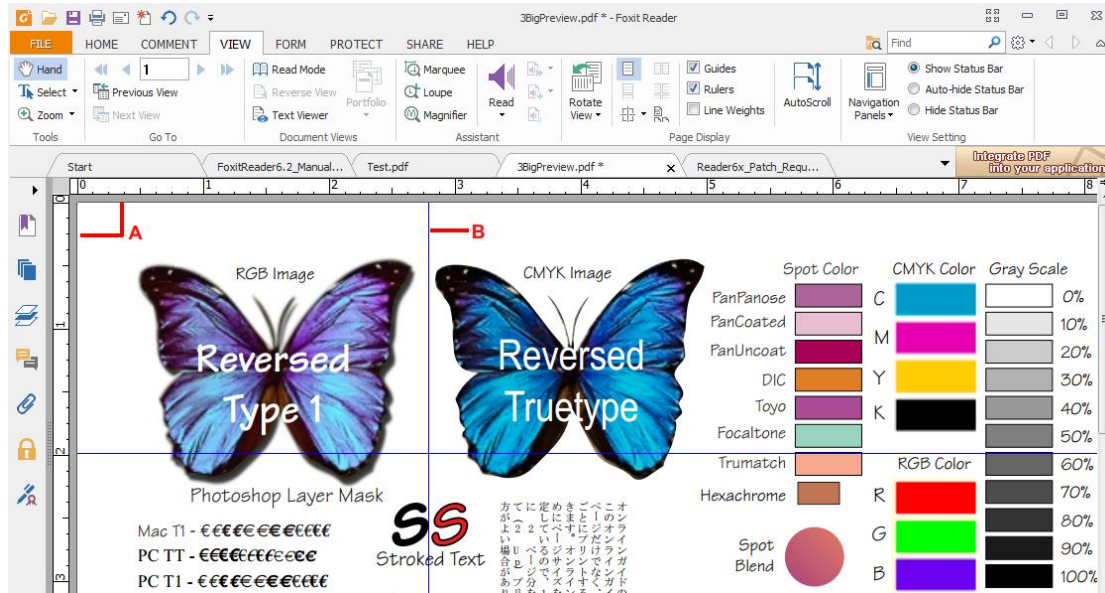
Rulers & Guides

A. *Rulers*   ***B.*** *Guides*

Displaying Rulers

Please choose **VIEW** > check **Rulers**.

Hiding Rulers

Please choose **VIEW** > uncheck **Rulers**; or right-click the horizontal or vertical ruler, and then choose **Hide Rulers**.

Creating Ruler Guides

Do one of the following:

- Drag down from the horizontal ruler to create a horizontal guide, or drag to the right of the vertical ruler to create a vertical guide.

- Double-click a location on the horizontal ruler to create a vertical guide, or double-click a location on the vertical ruler to create a horizontal guide.

Moving Ruler Guides

Click and hold the guide, and then drag it to a new location.

Changing Unit of Measurement

Right-click the horizontal or vertical ruler and select a measurement system for the rulers.

Deleting Ruler Guides

- To delete a guide, click the guide to select it, and then press the **Delete** key.
- To delete all guides on a certain page, scroll to the page, right-click in the ruler area and choose **Clear Guides on Page**.
- To delete all guides, right-click in the ruler area and choose **Clear All Guides**.

Undoing and Redoing

Foxit Reader provides options for you to undo and redo previous actions. These features allow you to easily correct mistakes by cancelling the last action made or filling back in the previous actions with Undo. You can undo and redo any editing applied in the PDF documents, such as commenting, advanced editing on PDFs, and so on.

Note: You cannot undo or redo actions of bookmark editing.

To undo previous actions, do one of the following:

- Select the **Undo** button on the Tool bar.
- Press shortcut key Ctrl + Z.

To redo previous actions, do one of the following:

- Select the **Redo** button on the Tool bar.
- Press shortcut key Ctrl + Y.

Sharing Documents

E-mailing Documents

E-mailing and sharing documents is a common business practice. Foxit Reader allows users to collaborate (through powerful annotation capabilities) and share PDF documents with co-works and friends. You may save and e-mail straight from the application. To e-mail a PDF file, please do the followings:

- Choose **SHARE** > **Send To** > **Email**.
- System default e-mail application runs.
- The PDF will be attached in the e-mail automatically.
- Type the subject and e-mail address > click **Send**.

By default, while emailing PDF files, Foxit Reader will automatically save the changes you made to the file and attach the modified PDF file to your email system. You can change this default setting and choose to email an unsaved or saved file.

To change the default email setting, please go to **FILE** > **Preferences** > **Documents**, and uncheck the **Automatically save document as E-mail attachment** option under **Prompt Messages**.

Preview in the Outlook

Foxit Reader enables you to preview a PDF attachment in Outlook. When an e-mail in Outlook has a PDF document, it will be displayed in the e-mail pane. The status bar of Foxit Reader will be displayed at the bottom of the e-mail pane, which provides the basic viewing tools for easy reading; this includes Go To tools, Zoom tools and the Rotate tool.
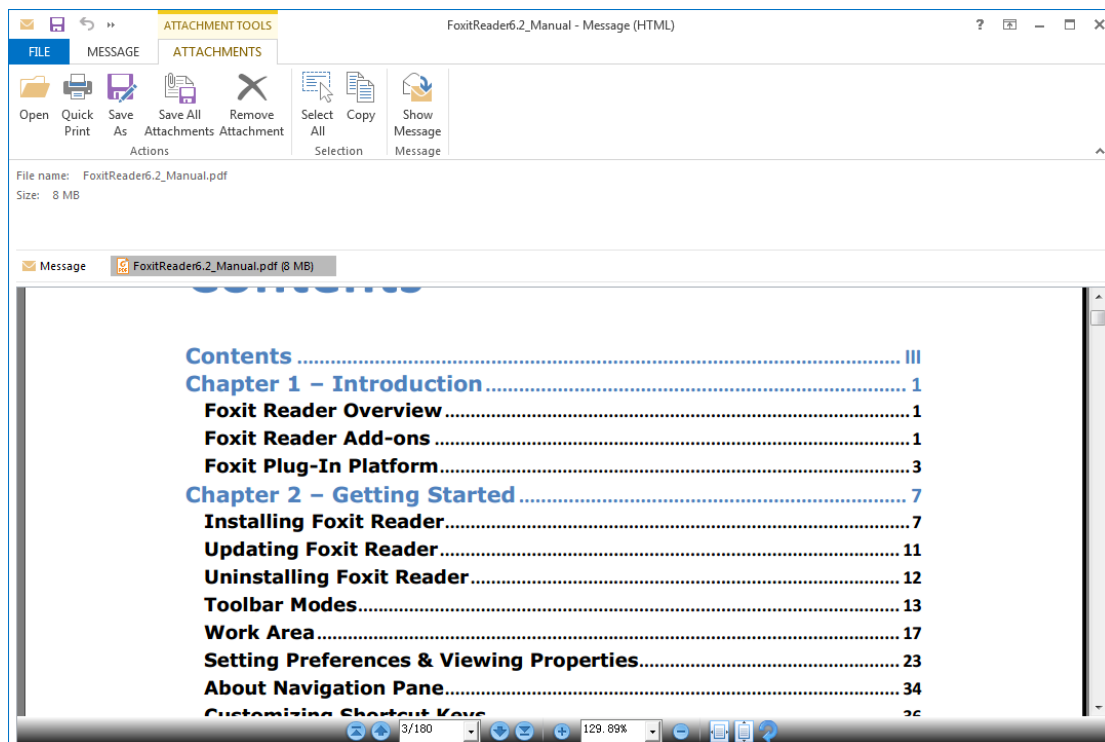
Sending Documents to Evernote

Directly send PDF documents to Evernote as an attachment.

- Prerequisites – You should set up an Evernote account from https://www.evernote.com/Registration.action.
- Download and install – http://evernote.com/evernote/?file=Win&btn=grey.
- Open a PDF file.
- Choose **SHARE** > **Send To** > **Evernote** .
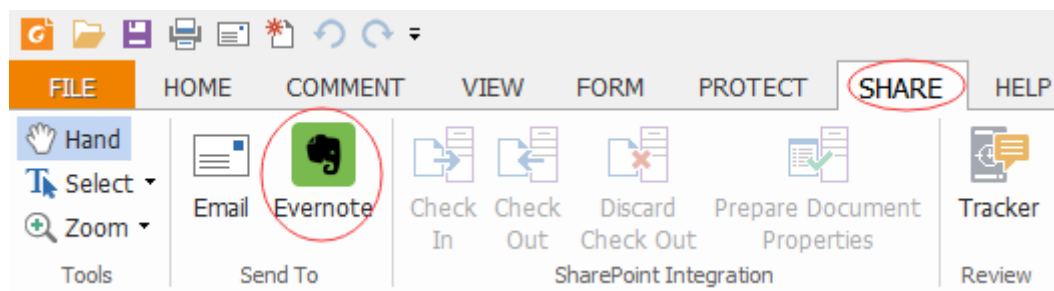
- You will see that the current PDF document is attached in Evernote.

SharePoint Integration

Foxit Reader is integrated with Microsoft SharePoint, which helps you better manage and share

PDFs. You can access PDFs in a SharePoint repository by doing any of the following:

• Open a PDF file in the SharePoint mapped drive by the **Open** dialog box within Foxit Reader. You can open and check out a PDF, modify it; and then check in and save it to the SharePoint network drive.

• You can also use Foxit Reader's **Open** or **Save As** dialog box to manage your PDFs in your SharePoint repository, depending on whether the SharePoint repository is online or on-premise. For more details, please refer to Open and Save As PDFs with Foxit Reader.

• Directly check out and check in PDFs in your SharePoint repository on SharePoint on-premise) using SharePoint's web interface in a browser after configuring your server. Please double click the attached SharePoint Configuration to configure your server first. More details please refer to Open and Save As PDFs with a Browser.

Open and Save As PDFs with Foxit Reader

Open PDF files in a SharePoint repository

To open PDF files in a SharePoint repository, please do the following: (Take opening PDFs in a SharePoint repository on SharePoint online for example)

● Run Foxit Reader and choose **FILE** > **Open** > **Add a place** > **SharePoint** . In the **Add** dialog box, type the SharePoint URL to sign in and click **Next** to continue.
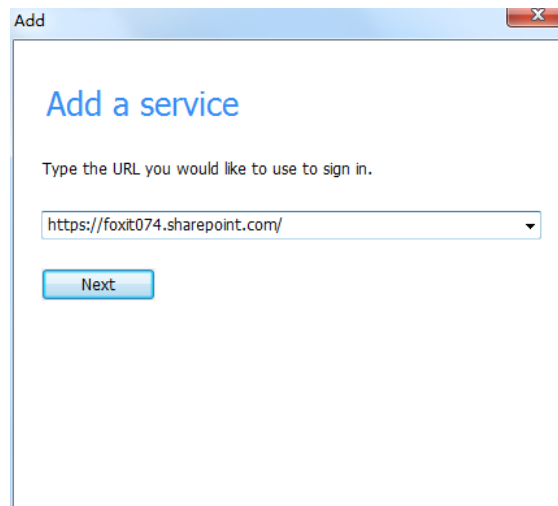
● In the pop-up dialog box enter the email address and the password to sign in.
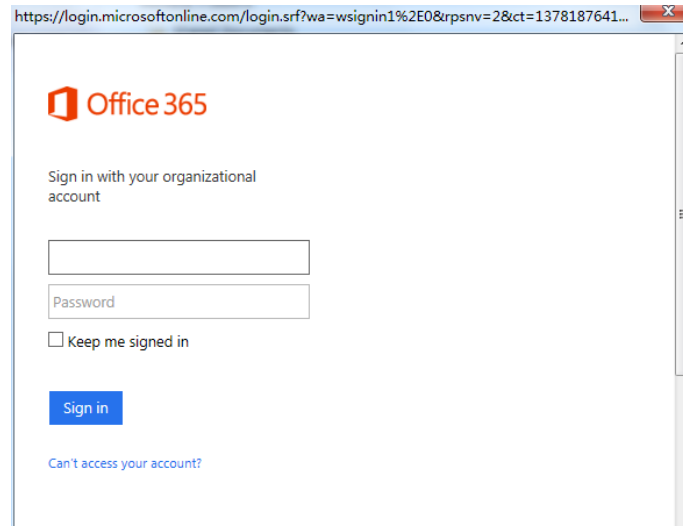
- In the **Open** dialog box, select the **Shared Documents** folder and click **Open**.
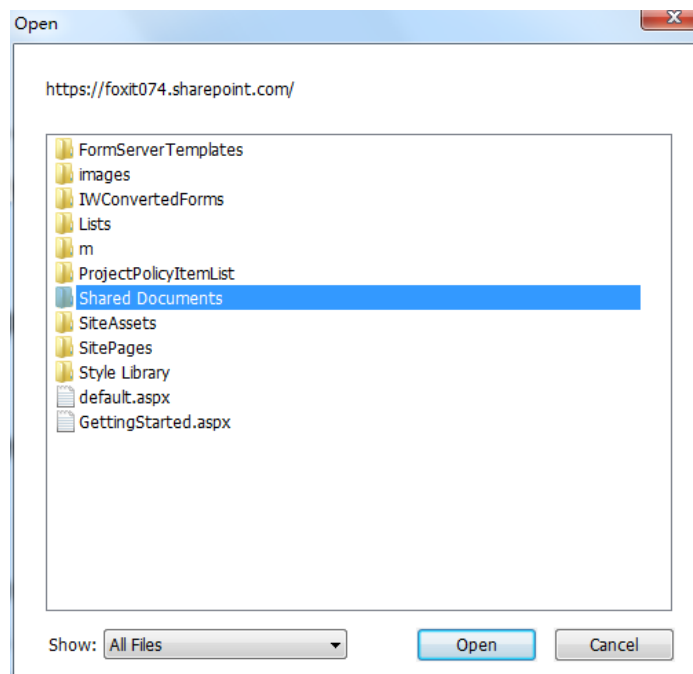
- Choose the PDF file you want to open and click **Open**.
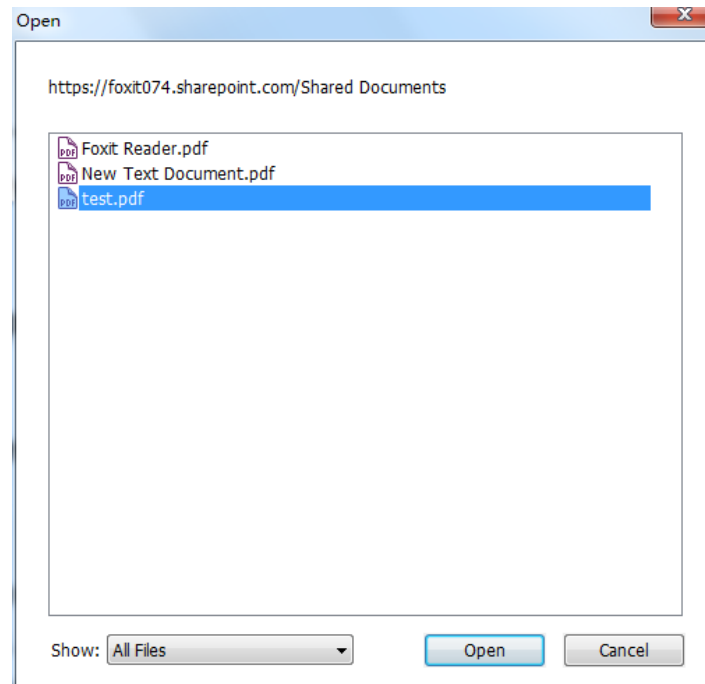
- In the **Foxit Reader** dialog box, if you choose **Check out and Open**, other users cannot edit the PDF at the same time; if you only choose **Open**, others are able to modify the PDF as well when you are editing.
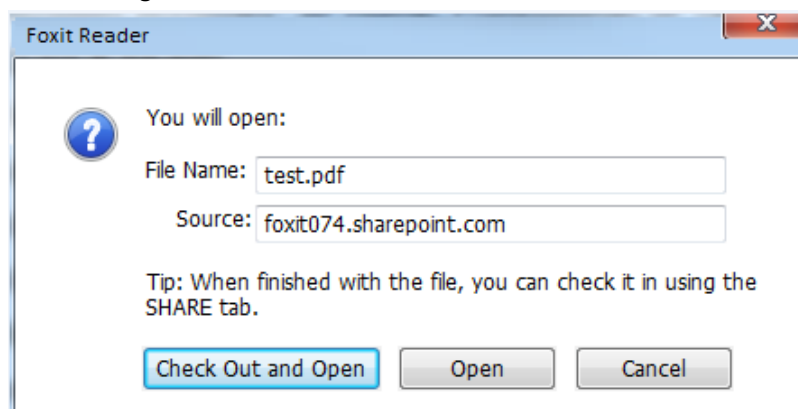
- (Optional) If you want to cancel the Check out status, please go to **SHARE** > **SharePoint Integration** > **Discard Check Out** .

- Edit the PDF according to your requirements.

- To set the PDF properties, please do as the following steps:

  1. Please go to **SHARE** > **SharePoint Integration** > **Prepare Document Properties** .

  2. In the Document Properties dialogue, double-click the column name to edit the value in the Edit text box. For example, double-click **Title**, the Edit text box will pop up, type the content you want and click **OK** to finish the editing.
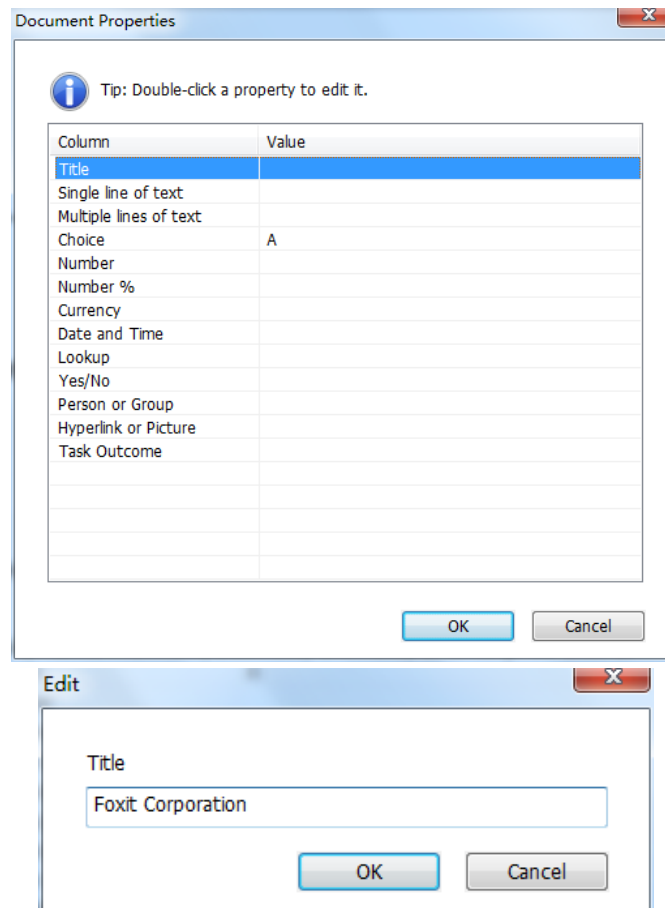
- Go to **SharePoint** > **Check In**.

  In the Check In dialogue box, select a version number for the modified document along with the appropriate the version comments. To not allow other people to modify the document, you can check **Keep the document checked out after check in this version**.

- Click **OK**, the modified PDF will be loaded to the server automatically.
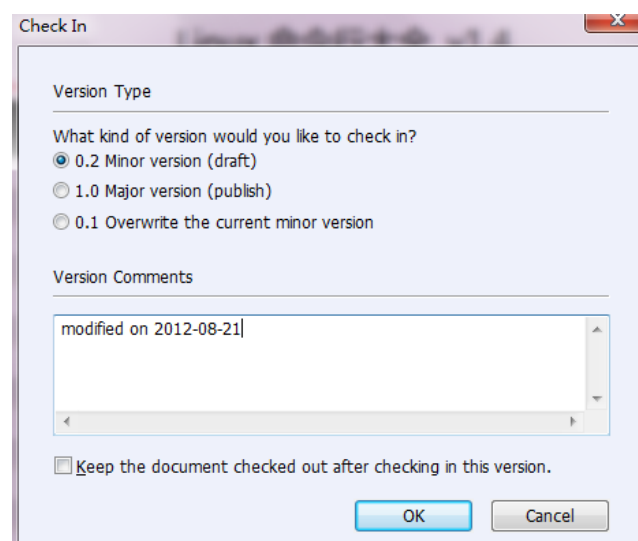
Save as PDF files to a SharePoint repository

To save as PDF files to a SharePoint repository, please do the following: (Take saving as PDFs to a SharePoint repository on SharePoint online for example)

- Choose **FILE** > **Save As** > **Add a place** ➕ > **SharePoint** . In the **Add** dialog box, type the SharePoint URL to sign in and click **Next** to continue.
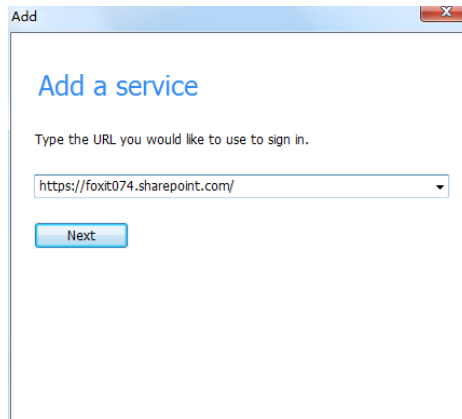
- In the pop-up dialog box enter the email address and the password to sign in.
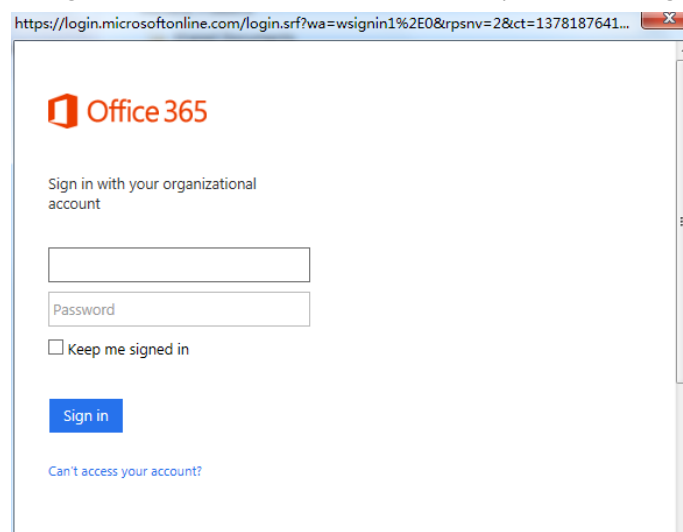
- In the **Save As** dialog box, select the **Shared Documents** folder and click **Save**.
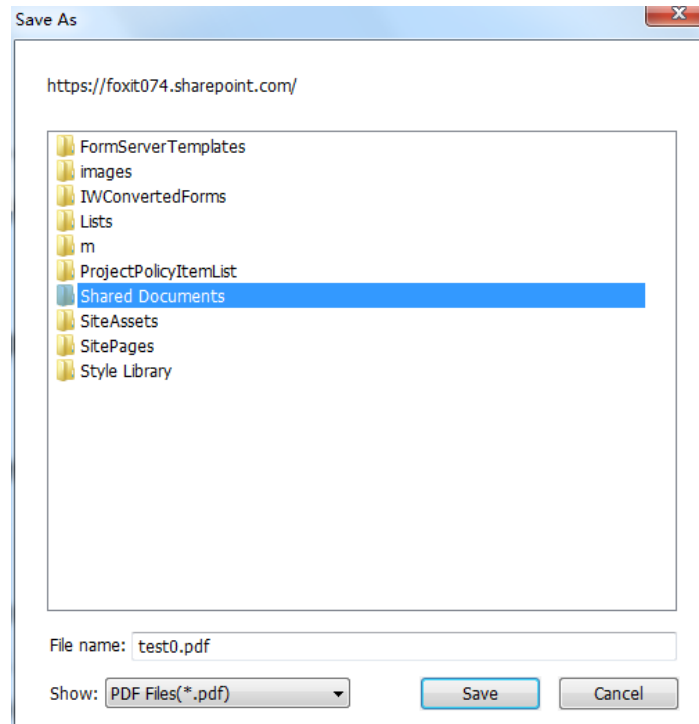
Open and Save As PDFs with a Browser

To work on PDFs in your SharePoint repository on SharePoint on-premise with a browser, you just need to log on to your SharePoint web portal, navigate to a PDF and click it. You will be prompted whether to check out and open the PDF. See also <u>Check Out and Open</u>. Then you can check in to save it back to your SharePoint repository.

*Tip: If you need to save to your local folder, after editing the PDF you can click **FILE** > **Save As** >*

Computer 🖥️ *and choose a local foder to save.*

Creating PDFs

Creating PDF is easy to use with Foxit Reader. Users can easily and quickly create PDFs from Microsoft® Word®, PowerPoint®, and Excel® through the Foxit Reader plug-in or export existing PDF file to text with one click. Just follow the steps below, and you can easily experience this new feature to the utmost.

Creating PDFs in Foxit Reader

Creating from File

- Choose **HOME** > **Create** > **From File** 📄.

- Navigate to and select the file to be created and choose **Open**.
- Type a filename and specify a location in pop-up **Save** dialog box.
- (Alternatively) You can simply drag the file to be created to Foxit Reader, or right-click the file and choose **Convert to PDF in Foxit Reader**.

Creating from Scanner

- Choose **HOME** > **Create** > **From Scanner**, or **FILE** > **Create** > **From Scanner**.
- In the **Scan** dialog box, select a scanner and related options. You must have the manufacturer's scanning software installed on your computer.
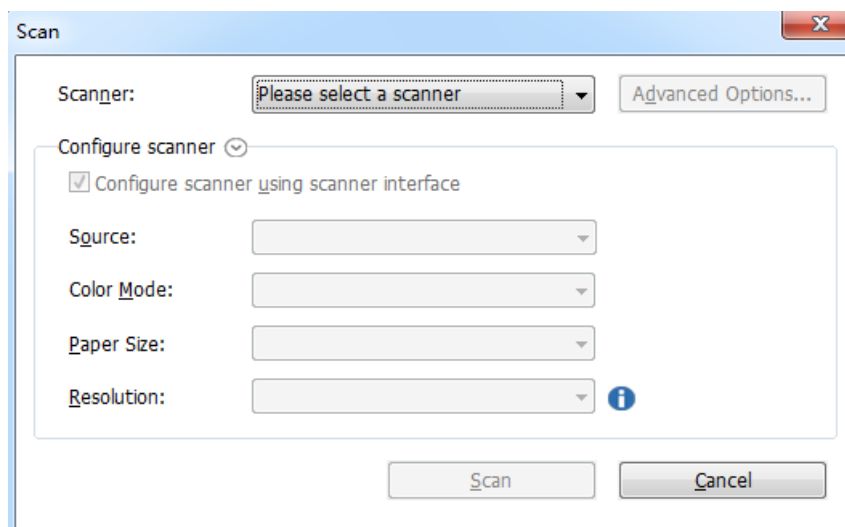
  ➢ **Advanced Options (Windows only)**: click to open the **Scanner Options** dialog box. (Available only after you select a scanner.)

  ✧ **Transfer Mechanism**: Native mode transfers data by default in your scanner. Buffered memory mode scans in resolutions of 600DPI and above.
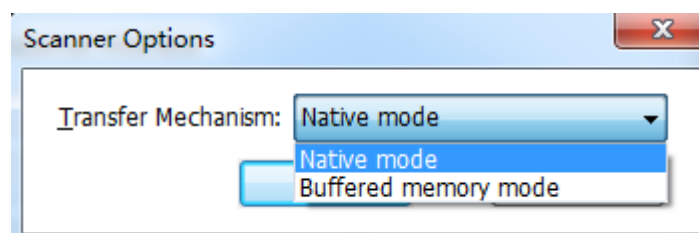
  ➢ **Configure scanner:**

  ✧ **Configure scanner using scanner interface**: Check this option to directly use the scanner interface to scan. The following items (i.e. Source, Color Mode, Paper Size and Resolution) will not be available.
 ✧ **Source**: Choose one paper source supported by your scanner.

- ✧ **Color Mode (Windows only)**: select a basic color mode (Color, Black and White, Grayscale or Auto Detect) supported by your scanner.
- ✧ **Paper Size (Windows only)**: select a paper size.
- ✧ **Resolution (Windows only)**: select a resolution supported by your scanner.
- Click **Scan**. Foxit Reader will save your latest configuration of the selected scanner for your easier operation when creating PDFs with that scanner afterwards.
- Upon completion, the scanned PDF will be opened automatically with Foxit Reader.
  - ➢ To continue scanning, click **Continue Scan** on the message bar.
  - ➢ To save the scanned PDF, click the save button 💾 on the Quick Access Toolbar, or choose **FILE** > **Save**. In the **Save As** dialog box, specify the file name and location and click **Save**.

Creating Blank PDF

- Choose **HOME > Create > Blank** Blank , and a blank PDF will be created.
- Choose **HOME** > **Comment** > **Typewriter**.
- Double click the blank page to start typing the text you want to add to the blank page.
- As needed, select other tools and options that you want to apply to the PDF.
- Choose **FILE** > **Save**, and select a name and location for the PDF file.

Creating from Clipboard

You can create a PDF directly from your clipboard.

- Choose **HOME** > **Create** > **From Clipboard** From Clipboard , and a PDF with contents from clipboard will be created.

Creating PDFs from Other Applications

Foxit Reader enables you to create intelligent PDF files from other applications such as Microsoft Office, automatically keeping bookmarks, links, hyperlinks, outline, properties and more during creation in word files.

Creating PDFs from Microsoft Office

In Microsoft Office 2007/2010/2013, Foxit Reader appears as a tab, allowing you to quickly create PDF files and change your conversion settings with just a few clicks.
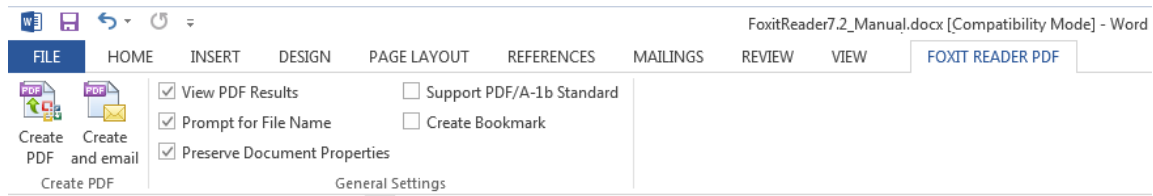
FOXIT READER PDF Add-on in Microsoft Word

To create a PDF in Microsoft Word, Excel or PowerPoint, please follow the steps below:

Open a file in Microsoft Word, Excel or PowerPoint, click **FOXIT READER PDF** tab and do one of the following:

● To create a PDF using the current settings, click **Create PDF** . If you have checked **Prompt for File Name** option, you also need to enter the file name, specify the location and click **Save** in the pop-up dialog box.

● To create and email a PDF using the current settings, click **Create PDF and Email** . If you have checked **Prompt for File Name** option, you also need to enter the file name, specify the location and click **Save** in the pop-up dialog box. The created PDF file will be attached to your mail system automatically for you to send out.

● To change your PDF conversion settings, check or uncheck the desired options in **General Settings** group.

   ◇ View PDF Results: Opens the PDF file automatically in Foxit Reader after conversion.
   ◇ Prompt for File Name: Lets you choose whether to specify the filename and save path for the converted file or convert and save the file with the default filename in the default location. If you check this option, a **Save As** dialog will pop up, then you can specify the filename and location for the converted file. Otherwise, the converted file will be saved in the same folder as the source file, using the same name but with a .pdf extension.
   ◇ Preserve Document Properties: Keeps the document properties of the source file in the PDF converted.
   ◇ Support PDF/A-1b Standard: Converts a PDF/A-1b compliant PDF.
   ◇ Create Bookmark: Creates bookmarks during PDF conversion. This option is only available in Microsoft Word.

Creating PDFs from Windows Notepad

● Open a .txt file and choose **File** > **Print**.
● In the **Print** dialog box, select **Foxit Reader PDF Printer** from the printer list, specify printing properties or preferences if needed, and then click **Print**.
● In the **Print to PDF Document** dialog box, enter the name and specify the save path for the file, and click **Save**.

Creating PDFs from Internet Explorer

- Run your Windows web browser, open a website or stay on a web page.
- Select from main menu **File** > **Print**.
- Select **Foxit Reader Printer** from the Pinter list;
- If you need to deploy printing settings, click the **Preferences** button on the right (Refer to Setting Foxit Reader Printer Properties).
- Click **OK**;
- A dialog box will pop up for you to specify the folder and file name of the PDF document to be generated, after done, click **Save**.

Creating PDFs from Outlook Express

- Run your Email client software, open an E-mail by clicking its title.
- Select from main menu **File** > **Print**.
- Select **Foxit Reader Printer** from the Printer list.
- If you need to deploy printing settings, click the **Preferences** button on the right (Refer to Setting Foxit Reader Printer Properties).
- Click **OK**.
- A dialog box will pop up for you to specify the folder and file name of the PDF document to be generated, after done, click **Save**.

Creating Secured PDFs (Available in Foxit Reader MSI Package Only)

Foxit Reader (MSI) allows you to create an RMS protected PDF from Office (Word, Excel and PowerPoint) using the Foxit Reader add-in.
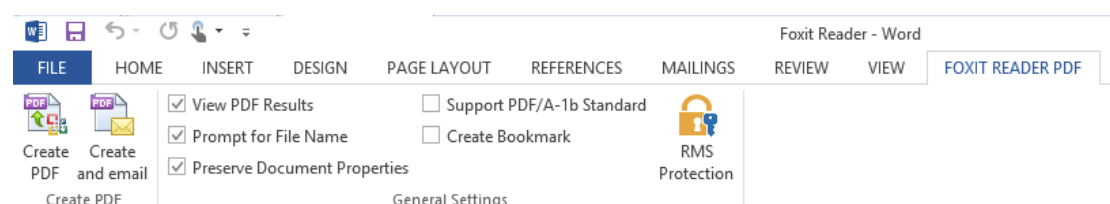
To create an RMS protected PDF in Microsoft Word, Excel or PowerPoint, please follow the steps below:

- Open a file in Microsoft Word, Excel or PowerPoint.
- Choose **FOXIT READER PDF** > **General Settings** > **RMS Protection**. Then **Foxit Reader Add-in** dialog box will pop up (as shown below).
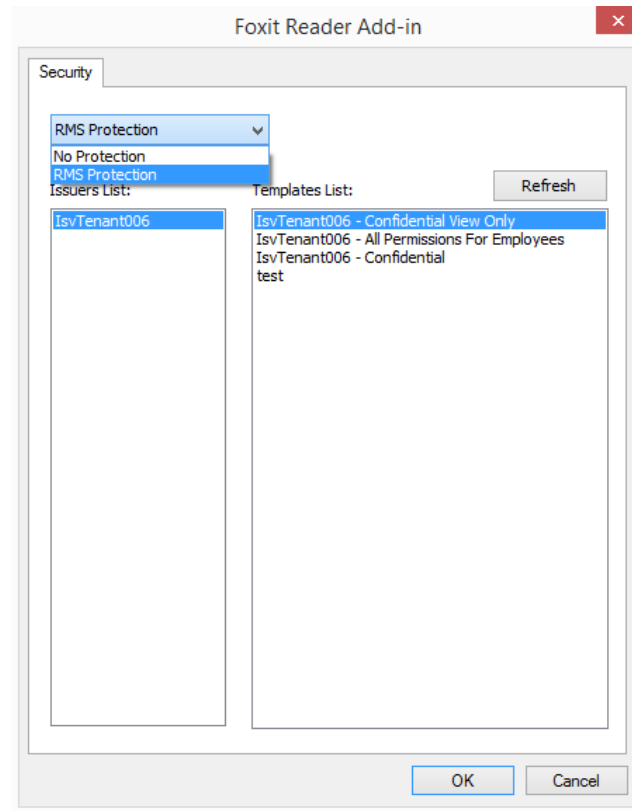
- Select **RMS Protection** from the list.
- (If necessary) Click **Refresh** to get the latest official templates from the server.
- Choose the issuer and then the desired template from the list.
- Click **OK**.
- Choose **FOXIT READER PDF** > **Create PDF** to create the PDF file.
- If you have checked **Prompt for File Name** option, you also need to enter the file name, specify the location and click **Save** in the pop-up dialog box.

Signing PDFs

Signing PDFs on DocuSign®

Foxit Reader allows users to easily send, sign and save PDF documents and forms using the industry's most widely used eSignature solution.

Signing a PDF File

Sign a PDF on DocuSign, please refer to the following steps:

- Choose **PROTECT** tab > **Protect** > **DocuSign** .
- Choose **Login to DocuSign**. Type your Email account and password of DocuSign and click **Login**. If you do not have an account, please sign up first.

● Click the **DocuSign** button and choose **Sign with DocuSign**. The application will upload your PDF to DocuSign and you will enter into the DocuSign user interface.
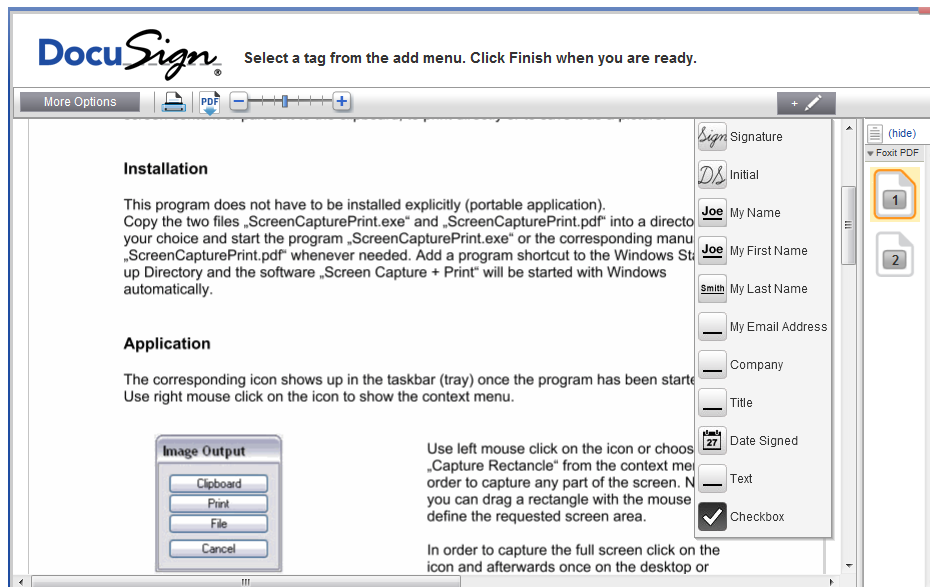
● Signing the Document

1. Sign directly

➢ Click on the right of DocuSign Interface.
➢ Choose a template you prefer and click on the document where you want to put the signature.

Note:

1. You should visit the DocuSign website if you want to change the signature template. See <u>Changing signature template</u> for details.

2. On the drop-down menu of Sign tool , you can choose to sign document with your initial, name (first name or last name), company, title or email address. Signing the document with the date signed or with a checkbox is also available, as shown below:

2. Sign on paper :

   If you want to sign on paper, please click **More Options** on the left side and select **Sign on Paper**. The **Sign on Paper** dialog box will pop up.
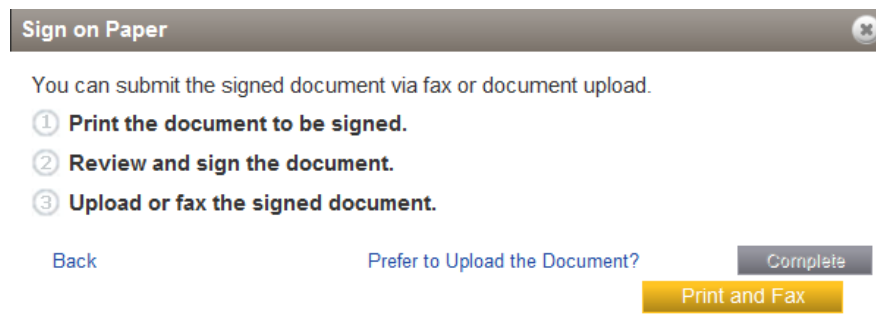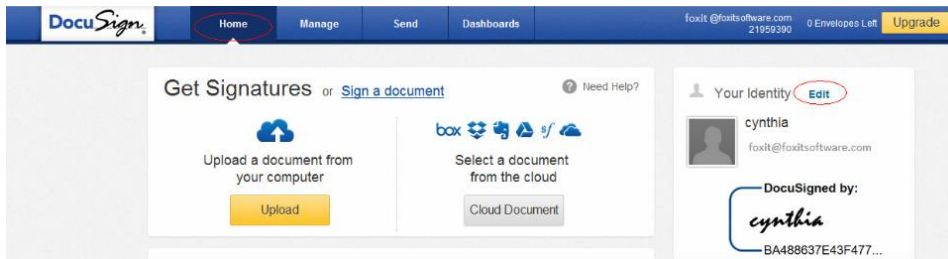

3. Sign Later

   If you do not want to sign the document right now, you can click on the drop-down menu of **Options**.

● Changing signature template

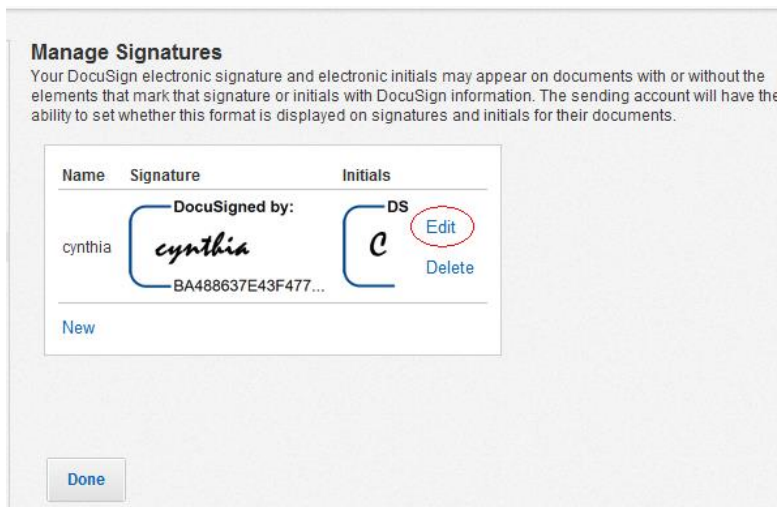   ➢ Visit the DocuSign website (www.docusign.net) first.
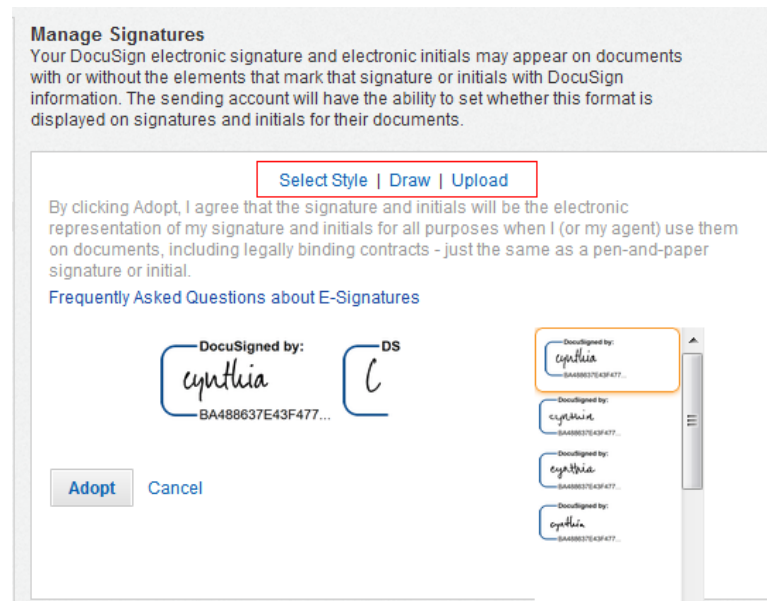   ➢ Click **Edit** beside **Your Identity** under **Home** menu.

➢ Click **Edit** in **Manage Identity** to open **Manage Signatures** window.

➢ In the **Manage Signatures** window, click **Edit** to change the signature template.
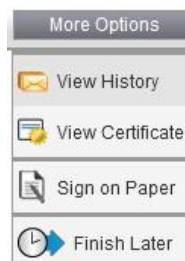

◇ Select Style: select a style as your signature template.

◇ Draw: draw a signature template using your input device.

◇ Upload: you can upload an image as your signature template.

➢ Click **Adopt** to complete the setting.

● More Options

On DocuSign user interface, click **More Options**, you can view history, certificate, choose to sign on paper or finish later, as shown below:

● Drag the button can zoom in/out the file.

● Click the page number listed on the right to jump to the target page you want to place the signature.

● Click the signature button to open the signature pane. Choose the signature template and drag it to the desired location. You can place several templates at the same time.

● Click the button at the top right corner of the textbox to delete the signature.

● Click **Finish** to complete signing. You can preview the signed PDF.
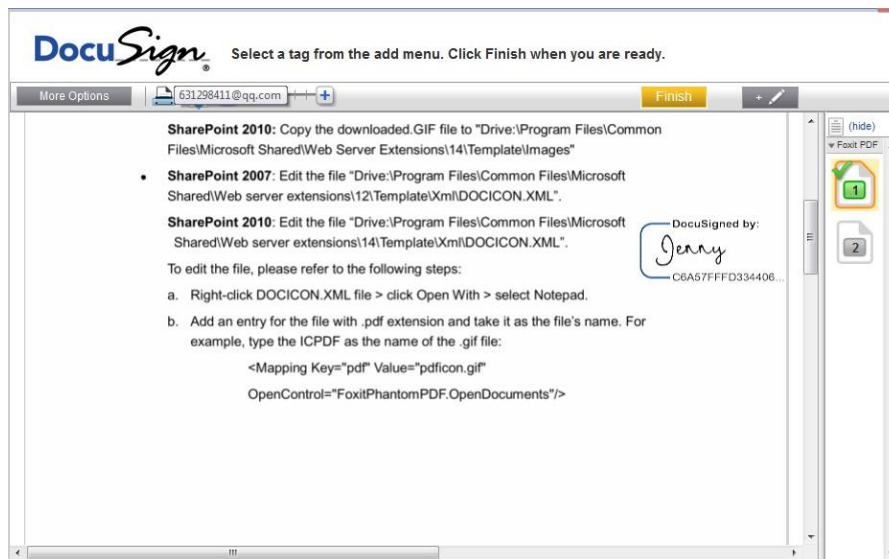
- Select the **Download** button or **Print** button to get the PDF with signature.

- Select the **DocuSign** button and choose **Logout from DocuSign**.

Sending a PDF via DocuSign

- Open a PDF you want to send with Reader.

- Click **DocuSign** button and choose **Send via DocuSign**.

- Login to the website.

- Choose the signature template from the left signature list and drag it to the location where you want the recipients to sign.

- Select the signature and click to set the signature properties.

- Edit the signature with the tools on the toolbar.

- Click the button to add the recipients address.

- Click the button to edit the email subject line and content.

- Click **Send** to send the PDF.

PDF Sign

PDF Sign enables you to create your self-signed signatures and add the signature to the page directly. You don't need to create different signatures for different roles or other complicated settings.

To create your own handwriting signature and sign a PDF, follow these steps.

1. Choose **PROTECT** tab > **Protect** > **PDF Sign** > **Create Signature**.
2. In the **Create Signature** dialog box, you can choose to draw signature, import a file from local disk or from clipboard to create a signature.
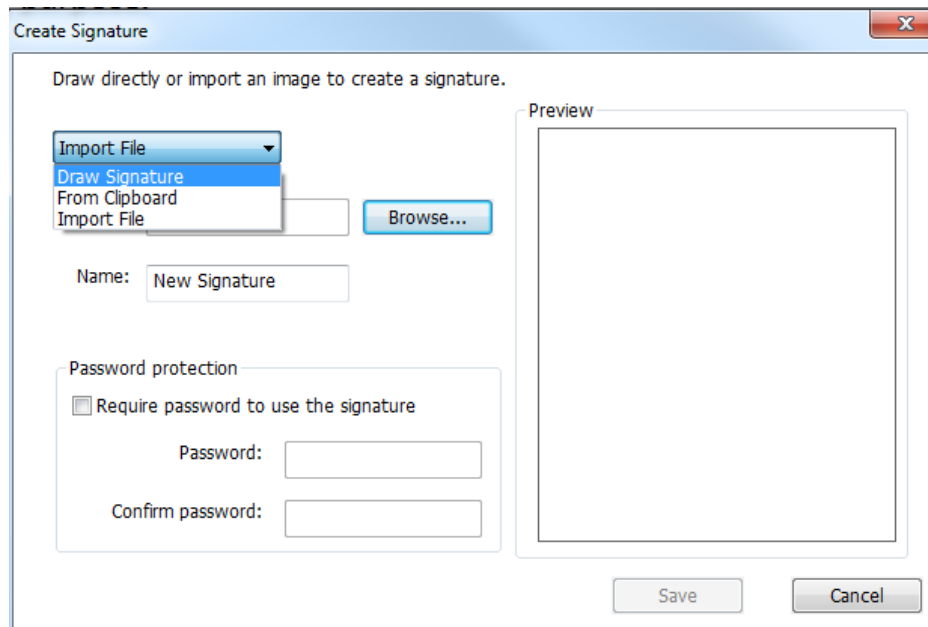
3. (Optional) If you choose **Draw Signature**, click **Draw** to draw your signature in **Draw Signature** box, and click **OK**.
4. If you choose **Import File**, then click **Browse**. And choose the image and click **Open**. You can preview the image in the **Preview** pane.
5. (Optional) Check **Require password to use the signature**, input password and confirm the password.

Tip: *You can sign your signature on a clean white sheet of paper using a black pen, scan it to an image file. To create the best signature you had better scan your signature in monochrome at 600 DPI.*

6. You can set your name as your signature. Then click **Save**. The cursor will be changed into a rectangle showing the preview of the signature.
7. Put the cursor to the place you want to sign. You can resize it by clicking it and dragging the handle. You can also move it by dragging it to other places. Before applying the signature, you can right click the signature and choose relevant options from the context menu to copy, cut, paste, or delete the signature.
8. You can do one of the following to apply the signature to the document as required:
    *   To apply a single signature to the document, please double click the signature or right click the signature and select **Apply Signature**.
    *   To apply the signature to multiple pages, please right click the signature, select **Place on Multiple Pages**, and then specify the page range that you want to place the signature on.
    *   To apply all the signatures, please locate each position on the page that you want to add the signature to, then right click one of the signatures and select **Apply All Signatures**.

Note:

1. Once applied, the signature can no longer be edited or deleted.

2. If you want to apply an encrypted signature, you will be required to input the password first.

To manage the signature, do the following:

Choose **PROTECT** tab > **Protect** > **PDF Sign** > **Manage Signature**. In the **Manage Signature** dialog box, click **Create** to create a signature. Select a signature you created, click **Edit** and you can change your signature. You can preview the signature after you edit it. To delete a signature, select the signature and click **Delete**.

Verifying Digital Signature

Foxit Reader adds the new signature verification feature to keep PDFs information from any exploits and falsification by checking the validity of the signature, greatly improving the document authenticity and integrity. The support to MDP Verification will be coming soon.

To verify the digital signature's efficiency of PDFs, please do one of the following:

- 1. Go to **PROTECT** tab > **Protect** > **Validate** .

    2. Check the pop-up message box. It will show the efficiency of the Signature.

- 1. Right click the signature and select the **Validate Signature** or **Signature Properties**.

    2. Check the pop-up message box or the Validity Summary in the **Signature Properties** dialogue box.

- 1. Double-click the signature

2. Check the pop-up message box showing the Signature Status.

Stamping PDFs

The Stamp Tools in Foxit Reader are a group of advanced tools that enable you to stamp content and watermarks into a PDF document. Foxit Reader supports image stamps with various image formats (JPEG, GIF, BMP, WMF) and PDF file stamps. You can either create dynamic stamps which can obtain information from your system including name, date and time, or import existing dynamic stamps. Stamping PDF files is a very useful feature especially when you need to give reviewers some advices about the document's status or sensitivity.

Standard Stamp

Dynamic Stamp

Create a Custom Stamp

Create a Custom Dynamic stamp
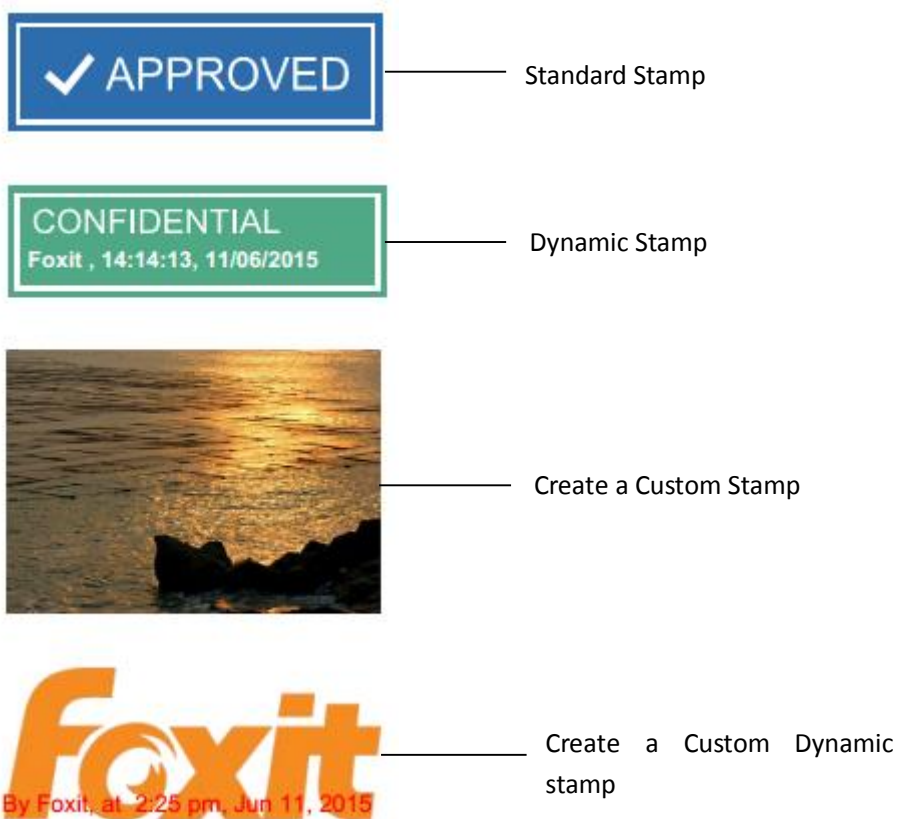
Stamping a PDF

You can choose from a list of predefined stamps, or create custom stamps before stamping a PDF. All the stamps that you import or create are listed in the menu of Stamp Tools and Stamps Palette. To apply a stamp, please do the following:

1. Choose **COMMENT** > **Stamps**.
2. In the Stamps Palette, select a stamp.
3. The cursor changes into a rectangle showing the preview of the stamp. Click the document page where you want to place the stamp.

4. To apply a stamp on multiple pages, right click the stamp and choose **Place on Multiple Pages**. In the **Place on Multiple Pages** dialog box, specify the page range and click **OK** to apply.

Note: All the stamps that you import or customize will be listed in the menu of Stamp Tools, you can choose directly a stamp from the menu of Stamp Tools.
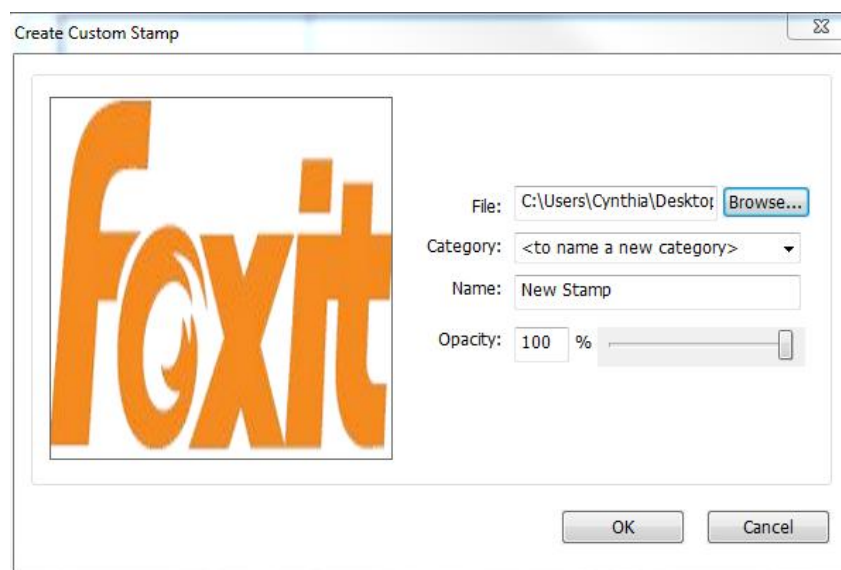
Creating a Stamp

You can create custom stamps and dynamic stamps.

Creating a Custom Stamp

1. Choose **COMMENT** > **Stamps** > **Create** > **Create Custom Stamp**.
2. Type a new category name or choose a category from drop-down menu, name the stamp, and then click **OK**.

*Note: If the stamp you choose is an image file, you can adjust the opacity of the image via dragging the scrollbar as needed in the **Create Custom Stamp** dialog box.*
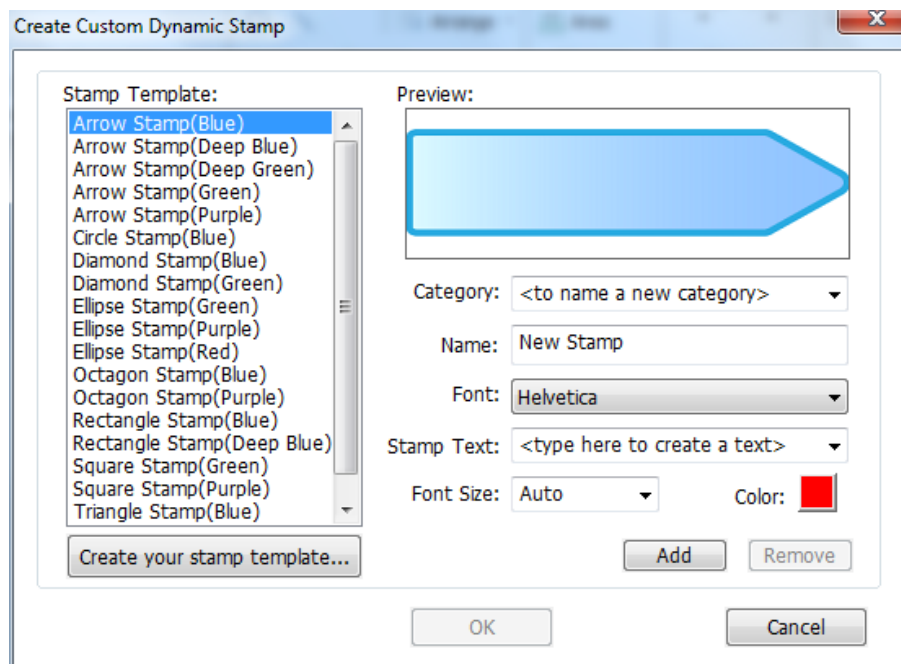

Create Custom Stamp Dialog Box

Creating a Custom Dynamic Stamp

You can create a Custom Dynamic Stamp to add text, author name and date time on stamps. Please do the following:

1. Choose **COMMENT** > **Stamp** > **Create** > **Create Custom Dynamic Stamp**.
2. In the **Create Custom Dynamic Stamp** dialog box, choose one stamp template from the left list or create your own stamp template which can be an image or a PDF file. Choose a category

from drop-down menu or name a new one, then name the stamp.

3. Specify Font and Font Color.

4. From the **Stamp Text** option, if you choose <author name>, <date time> or< author name and date time> category without typing any text, it will automatically obtain current user, date, time from your system when you click **Apply** button.

5. You can instantly adjust the added content to fit your needs when you preview current stamp on the right top preview pane.

6. Click **OK**.

Create Custom Dynamic Stamp Dialog Box

Creating an Image on Clipboard as Stamp

To create an image on clipboard as stamp, please do the following:

● Choose **COMMENT** > **Stamps** > **Create** > **Paste Clipboard Image as Stamp Tool**.

Managing a Stamp

To manage a stamp, please do the following:

● Choose **COMMENT** > **Stamp** > **Create** > **Manage Stamps** to open **Manage Custom Stamps** dialog box, and select a stamp.

● Click **Create** and choose a way of creating stamp from drop-down menu, please refer to Creating a custom stamp.

● Click **Edit** to edit the stamps, such as changing category, stamp name, or replacing the image

or PDF files. Please refer to Creating a custom dynamic stamp.
● Click **Delete** to remove the stamp.
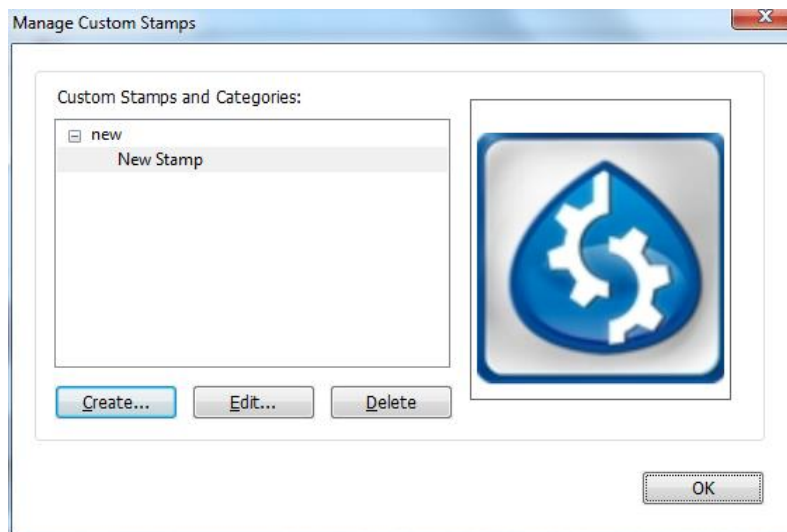
Manage Custom Stamps Dialog Box

Note: Deleting a custom stamp category will delete all stamps that are subordinate to it.

Cutting/Copying and Pasting a Stamp

To cut/copy and paste a stamp, please do the following:

● Select the stamp you want to cut or copy.
● Right-click the stamp and select **Cut**/**Copy**.
● Right-click on the page you want to past the stamp and select **Paste**.

Undoing/Redoing a Stamp

To undo/redo a Stamp, please click **Undo** or **Redo** on the Quick Access Toolbar.

Resizing or Moving a Stamp

● Select the Hand tool Hand or the Select Annotation tool Select Annotation.
● To resize a stamp, select it, put the cursor on one of the red points, and drag one of the handles to make your adjustments.
● To move a stamp, select it and put the cursor on one of the segments to drag.
● To add a pop-up note to a stamp, select it and double-click the stamp or right-click it and choose **Open Popup Note**.

Rotating a Stamp

● Select the Hand tool Hand or the Select Annotation tool Select Annotation.

- Click the stamp and move the cursor over the handle at the top of the stamp. When the rotate stamp icon appears, drag the cursor to rotate the stamp as desired.

Deleting a Stamp

Do one of the following:

- Select the Hand tool Hand or the Select Annotation tool Select Annotation, and then press the **Delete** key.

- Select the Hand tool Hand or the Select Annotation tool Select Annotation, right-click on the stamp, and choose **Delete** from the Context Menu.

Setting Favorite Stamps

- Choose **COMMENT** > **Stamps** > **Create** > **Set Favorite Stamps**.
- Select a stamp in All Stamps panel, and then click **Add to Favorite**, then the stamp you select will be added to Favorite Stamps panel.
- To remove a stamp from Favorite Stamps panel, select the stamp you want to remove and then click **Remove from Favorite**.
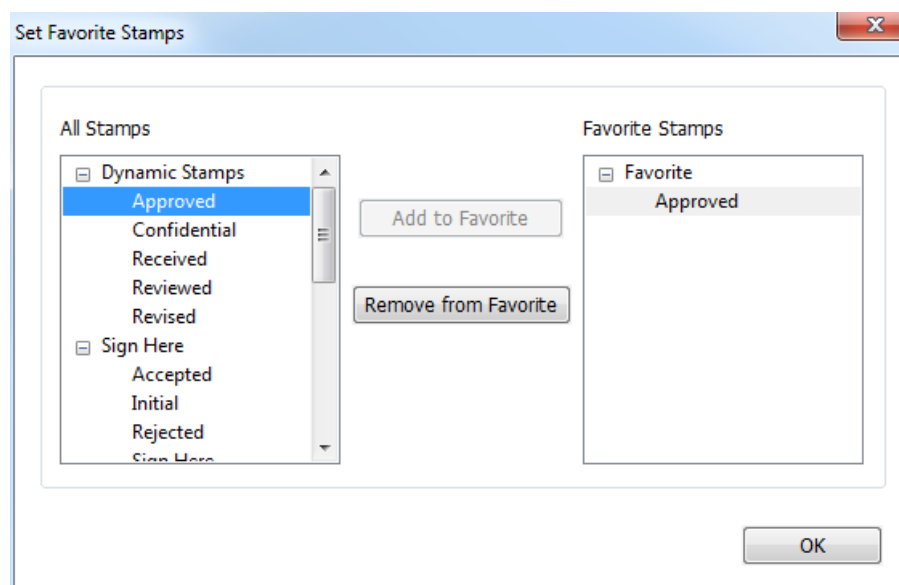
Set Favorite Stamps

Managing Security

Safe Reading Mode

Safe Reading Mode enables you to control unauthorized actions and data transmissions that efficiently avoid attacks from malicious content and viruses.

Activate Safe Reading Mode

To activate Safe Reading Mode, do the followings:

- Select **FILE** > **Preferences** > **Trust Manager**, and check **Enable Safe Reading Mode** option.
- Click **OK**.

Bypass Security Restrictions in Safe Reading Mode

If you are in Safe Reading Mode, a warning dialog box will appear when a PDF tries to complete a restricted action from an untrusted location or file. However, you may need to execute certain actions under the current restricted security settings. In this case, you can select trusted files, folders, and hosts and exempt them from security restrictions. This security feature ensures that Foxit Reader operates under security level conditions that meet your working environment.

To specify the trusted files, folders, or hosts, please follow the steps below:

- Go to **FILE** > **Preferences** > **Security.**
- Click **Add File** to add trusted files to the privileged locations. Foxit Reader currently allows you to add the following files: PDF Files (.pdf), Form Data Files (.fdf), XFDF Files (.xfdf), XDP Files (.xdp), and PPDF Files (.ppdf).
- Click **Add Folder Path** to add a trusted folder of multiple files.
- Click **Add Host** to add the root URL to trust the files and actions from the trusted host. You can also check **the Secure connections only (https:)** to trust files and actions from secure connections only.
- (If needed) Click **Remove** to remove trusted items from privileged locations.
- Click **OK** to confirm and apply the settings.

On-line Whitelist Management

Foxit Reader allows users to add trusted URLs when submitting forms online to better manage file access.

To set on-line whitelist, please follow the steps below:

Choose **FILE** > **Preferences** > **Trust Manager** > click **Change Settings** at the bottom of **Trust Manager** dialog box, then **Manage Sites** dialog box will pop up as shown below:
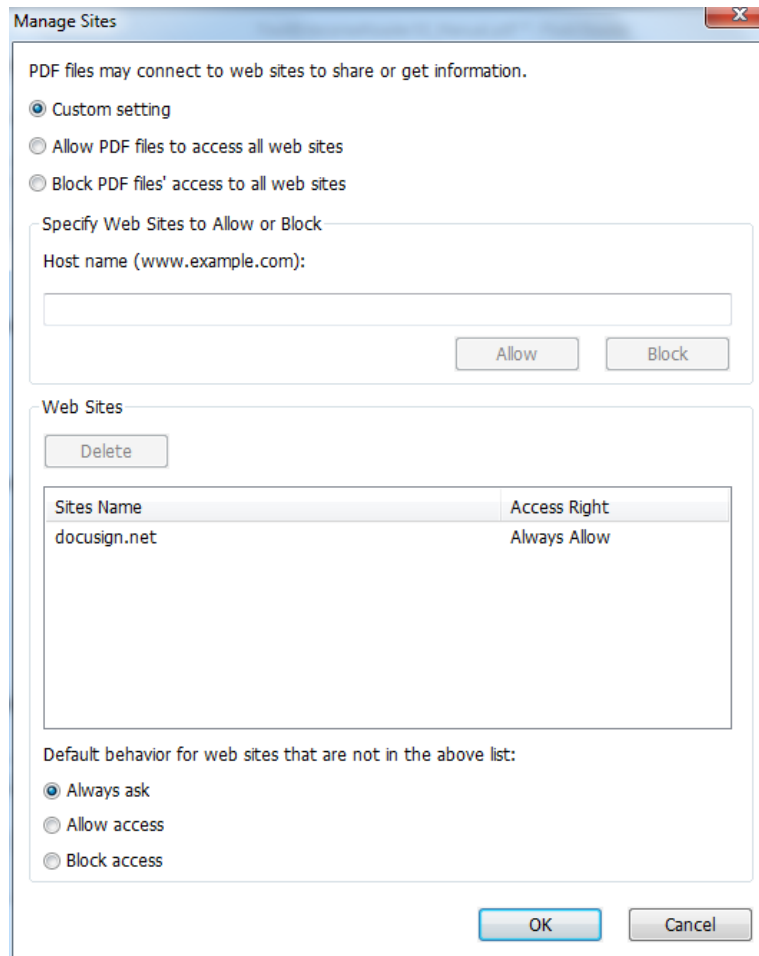
- Allow PDF files to access all web sites: Select it to allow the submission of PDF files to all web sites.
- Block PDF file access to all web sites: Select it to prevent the submission of PDF files to all web sites.
- Custom setting: You can customize the trusted URLs to enable PDF file submission.

  ➢ Select **Custom setting**.
  ➢ Input the host name of a website under the **Host name** field.
  ➢ Click **Allow** and then click **OK**.

The URLs that you trusted will be added in the Web Sites List. If you want to delete the trusted URL, please select it and click **Delete**. For the URLs not included in the Web Sites List, you can check one of the following options to set the default behavior when connecting to the web sites.

- Always ask: When you try to submit forms to websites not listed as trusted, Foxit Reader will always prompt you with a pop up window saying: "If you trust this site, click Yes; otherwise, click No". This is selected by default.
- Allow access: Submission of forms to all websites will be available if it is selected.

● Block access: Submission of forms to all websites will be blocked if it is selected.

Run Script Right Control

Foxit Reader allows users the rights to run script accordingly, and at the same time making sure the software executes and secures PDF files. There are four levels for users to choose: Disable JavaScript, Enable secured JavaScript, Enable JavaScript secured and verified by DRM, and Enable all JavaScript.

To set the run script rights, please follow the steps below:

Choose **FILE** > **Preferences** > **Trust Manager**, and then set the rights as required:

● To enable all JavaScript: Check **Enable JavaScript Actions** and uncheck **Enable Safe Reading Mode**.
● To disable all JavaScript: Uncheck **Enable JavaScript Actions** and check **Enable Safe Reading Mode**.
● To enable secured JavaScript: Check **Enable JavaScript Actions** and **Enable Safe Reading Mode**.
● To enable JavaScript verified by DRM:

  ➢ Check **Enable JavaScript Actions** and **Disable Safe Reading Mode for Trusted Documents**.
  ➢ Click **Advanced Preferences** below to check both **RMS Encryption** and **Digital Signature Verification**.

AD RMS Protection (Available in Foxit Reader MSI Package Only)

Foxit Reader integrates RMS plugin in the software to extend the access control of Microsoft Windows Server® AD RMS on client systems. Foxit Reader (EXE) only allows users to open PDF files protected by AD RMS Protector, while Foxit Reader (MSI) supports more functions. Foxit Reader (MSI) not only can open and decrypt RMS protected documents, but also offers document protection with RMS Protector.

Foxit Reader (EXE) allows users to open RMS protected documents, but an evaluation watermark is displayed in the documents (as shown below).
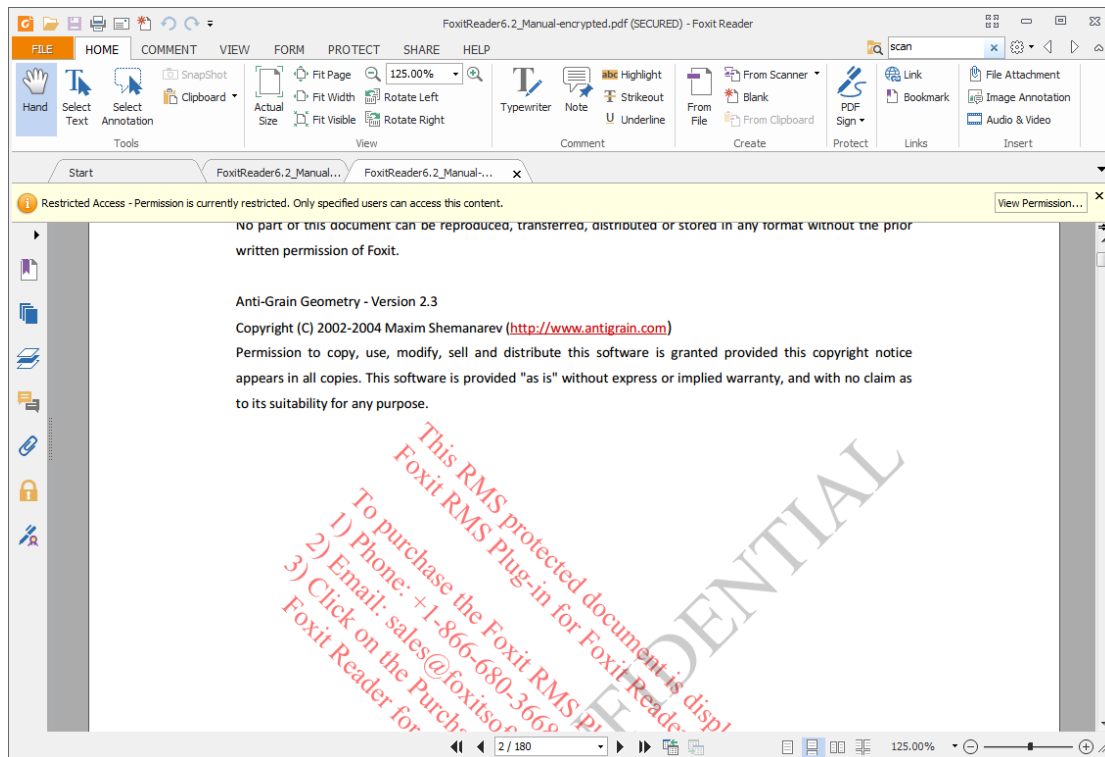
For Foxit Reader (MSI), a paid license is required for RMS function. You will be offered a 30-day trial, after that, you will be required to purchase a RMS license for further use. With Foxit Reader (MSI), you can view RMS protected documents without evaluation watermarks displayed in the documents.

Microsoft Windows Rights Management Services is an information technology that works with AD RMS enabled applications to help safeguard digital information from unauthorized use. Users can restrict others users from being able to open, read, modify, or redistribute certain information. Foxit Reader RMS protector provides seamless integration with Microsoft Windows Rights Management Services to protect PDF documents and manage policy templates. With Foxit Reader (MSI), you can use RMS-protected documents if you are authorized, to improve information security, meet compliance requirements, save time and money, and at the same time improve business processes. To meet the needs of more users, Foxit Reader (MSI) is also compliant with Microsoft® AD RMS 2.1.

Once installed, Foxit Reader (MSI) will extend all Microsoft AD RMS services to all PDF files.

Note: If you open a PDF that is encrypted with the AD RMS feature of Foxit Reader (MSI) in another PDF program, a wrapper (which is actually a PDF page) will prompt you to download Foxit Reader in order to open that PDF. If you want to edit the wrapper content, please save the updated content as a PDF file named "wrapperPDF.pdf" and place it within Foxit Reader's installation directory.

How to Use Windows Azure AD Right Management (AAD RMS)

1. **Enable Windows Azure AD Rights Management for your organization:**

   • Download the Windows Azure AD Rights Management administration module (WindowsAzureADRightsManagementAdministration.exe) for Windows PowerShell here.

   • Located in the local folder where you downloaded and saved the Rights Management installer file, double-click the file WindowsAzureADRightsManagementAdministration.exe to launch installation of the Rights Management administration module.

   • Open Windows PowerShell.

   • Type the following commands:

      ✓ Import-Module AADRM
      ✓ Connect-AadrmService -Verbose

   • Enter your Office 365 credentials when prompted, for example"user@company.onmicrosoft.com".

   • Type the following commands:
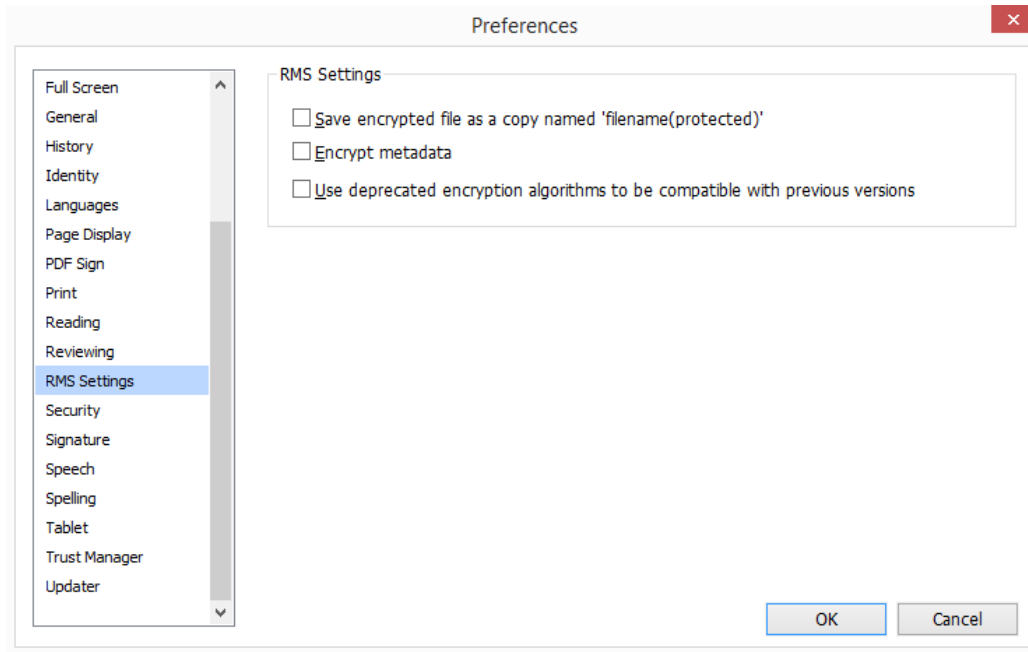
      ✓ Enable-Aadrm
      ✓ Disconnect-AadrmService

2. **Install Active Directory Rights Management Service Client 2.1:**

   X86 Download
    X64 Download

RMS Setting

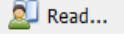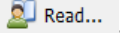Go to **FILE** > **Preferences** > **RMS Settings**.

- Save the encrypted file as a copy named "filename(protected).pdf": Save the encrypted file as a copy named 'filename (protected).pdf' after encrypting the file with the RMS feature.
- Encrypt metadata: Check the box to encrypt metadata when encrypting PDF documents.
- Use deprecated encryption algorithms to be compatible with the previous versions: If checked, PDFs encrypted with RMS can be opened with Foxit Reader 5.0, Foxit PhantomPDF 5.0 and later versions; if not, PDFs encrypted with RMS can be opened with only Foxit Reader 5.4, Foxit PhantomPDF 5.5 and later versions.

RMS Encryption

1. Go to **PROTECT** > **AD RMS Protect** > **Restricted Access**.

2. Choose the template you want. If you have more than one server, first move the cursor to the name of the server, and then the templates on this server will be shown on the submenu. Click **Refresh Templates** to get the latest official templates from the server. You also can create custom templates. For more detailed information, please refer to Template Creation.
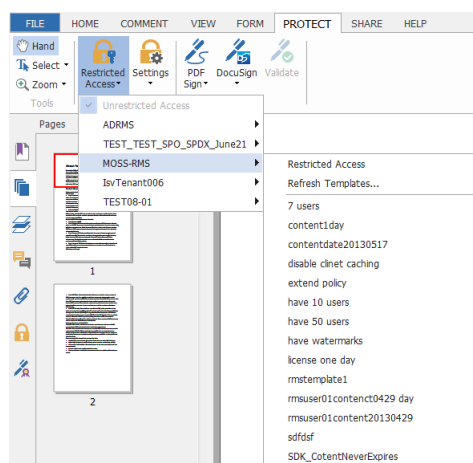
3. If you do not want to use the template, please click **Restricted Access**.

- Type your account name and password when you login to the RMS server for the first time.

- Click the icon ![Read...] to add the users you want to authorize reading permission to. To

  authorize anyone to read this file, select the icon ![icon] on the right side.
  (If you have an Outlook Email Client, the contact list of Outlook will pop up when you click the

  icon ![Read...]. You can choose the email addresses directly. You can also just type certain

  letters included in the email address, and then click the icon ![icon]. The system will help you fill

  in the complete address according to the contact list. Then you can go to the <u>More Option</u>
  Step.)
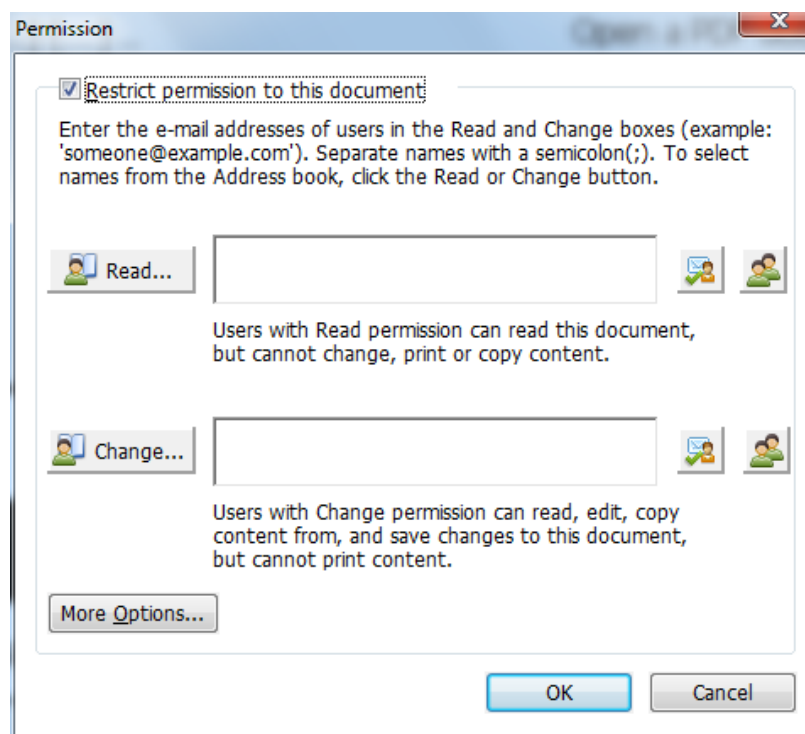
- Choose the object types (users or group) and the server. Then type the e-mail addresses of
  the authorized users into the text box or click **Advanced** to open the e-mail address list on
  the server to choose an address directly.
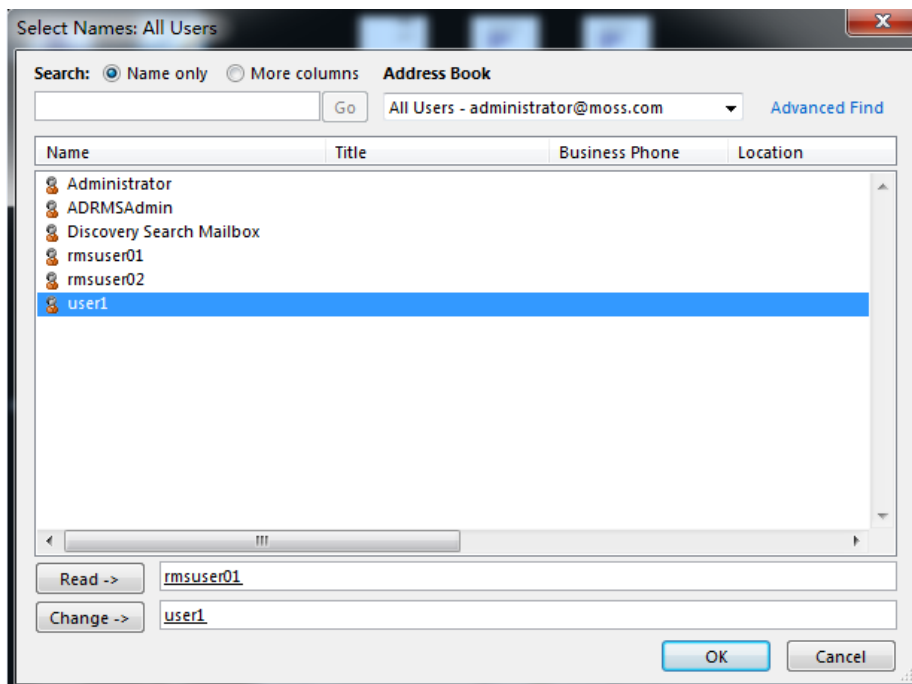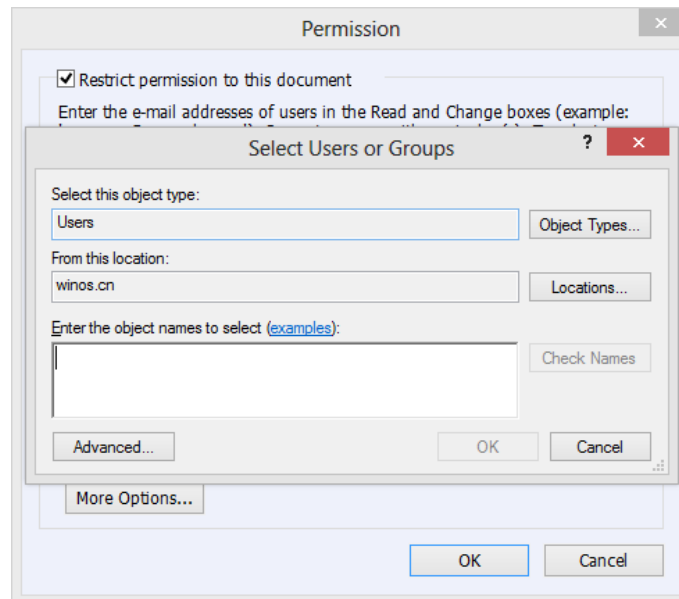
- Click **OK** to exit **Select Users or Groups** dialog.
- Click **More Options** in **Permission** Dialog. The users you selected now will be shown on the text box. You can add or delete users as desired.
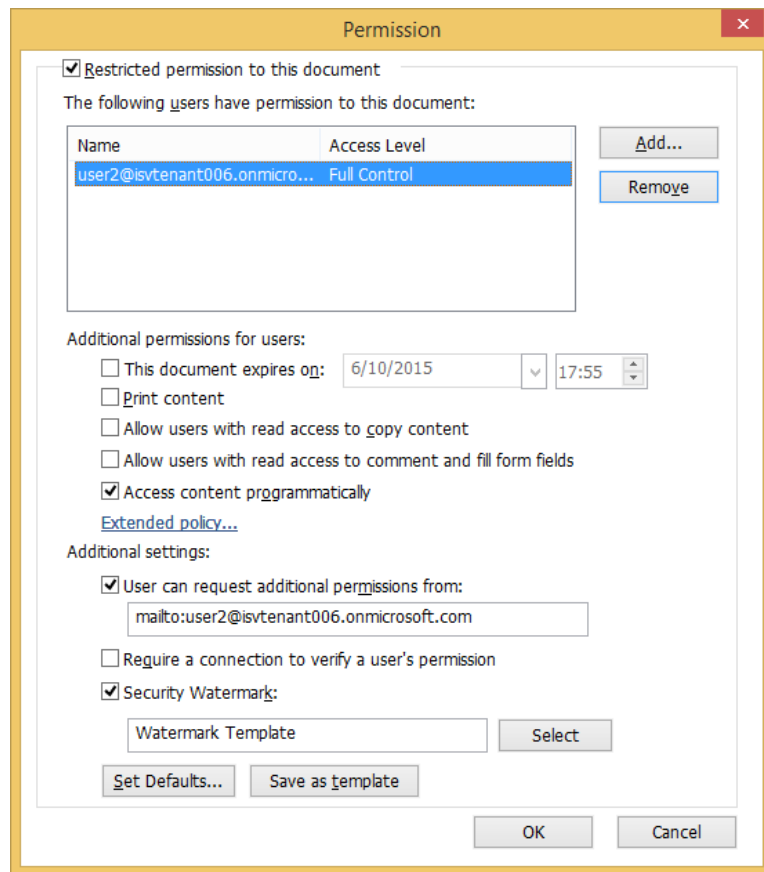
Additional permissions for users:

This document expires on: check it to set the expiration date. The document cannot be opened after the specified date.

Print Content: check this option to allow users to print the PDF files.

Allow users with read access to copy content: enable the users who only have reading permission to copy content.

Allow users with read access to comment and fill form fields: enable the users who only have reading permission to add comments and fill form fields.

Access content programmatically: enable users to run JavaScript in the document.

Extended Policy: complete PDF protection and control of document usage. The policy will allow document owners to control the following items:

Number of accesses: specify the number of times that a user is allowed to access a document.

Number of prints: specify the number of times that a user is allowed to print a document

Access pages: specify the page number(s) that a user is allowed to access.

Access IP list: specify an IP range that is allowed to access a document.
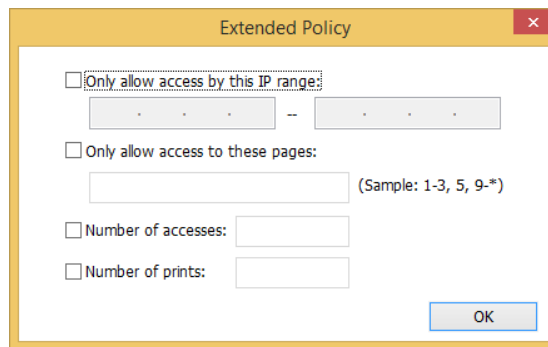
Note: To specify the "Number of accesses" and "Number of prints" items in an on-premise environment, click the attached Web Service Configuration to configure the web service and SQL first, and then configure the registry as following:

a) Log on to the client.
b) Run regedit.exe and navigate to the following path.
   HKEY_LOCAL_MACHINE\SOFTWARE\Policies\Foxit\Reader\RMS\Preferences
   Note: If there's no such path, please manually create the keys.
c) Create a new REG_DWORD(32-bit) value.
   -Name: ExtendedRights
   -Value: 1 to enable ExtendedRights, 0 to disable it (default)
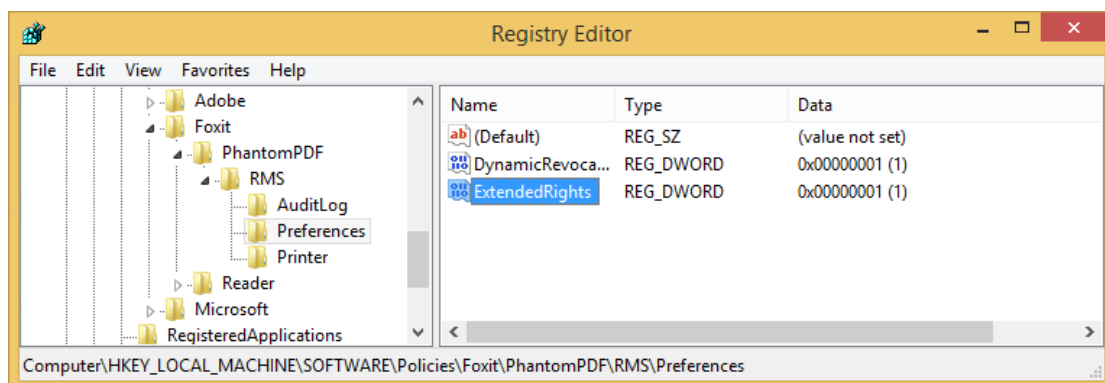
Note: You can also configure the registry through GPO. See also Foxit Reader Deployment and Configuration.

Additional settings:

User can request additional permissions from: if users want to apply for any permissions, the application will open the email client and list the email address you typed into the text in the Recipient's Address automatically. You can type a URL as well.

Require a connection to verify a user's permission: check this option to let users verify their license every time they open the encrypted file.

Security Watermark: add a security watermark to the PDF files. For the detailed instructions, please refer to Security Watermark Management.

Set Default: set the additional settings as default.

Save as template: the security setting set above can be saved as a template for further use.

4. If users need to request additional permissions for a PDF file, please do the following:

- Open the file and choose **FILE** > **Properties > Security**.
- At the bottom of the **Security** tab, click **Request additional permissions …**.
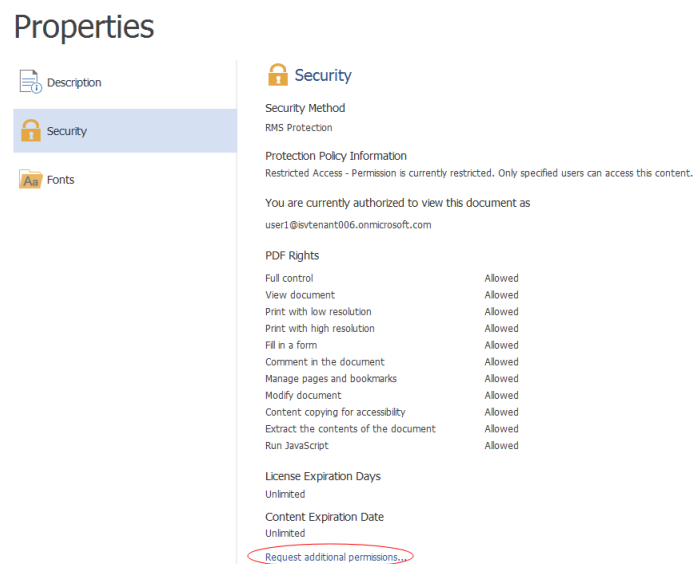
Note: Foxit Reader (MSI) also supports Microsoft IRM Protection Version 2, which allows PDF documents to be encrypted to PPDF format. The encryption policy of Microsoft IRM Protection Version 2 does not include the features of dynamic watermarks, extended policy, and dynamic revocation.

Template Creation and Editing

To create a custom template, please see the following steps:
1. Choose **PROTECT** > **Settings** > **Custom Templates**.
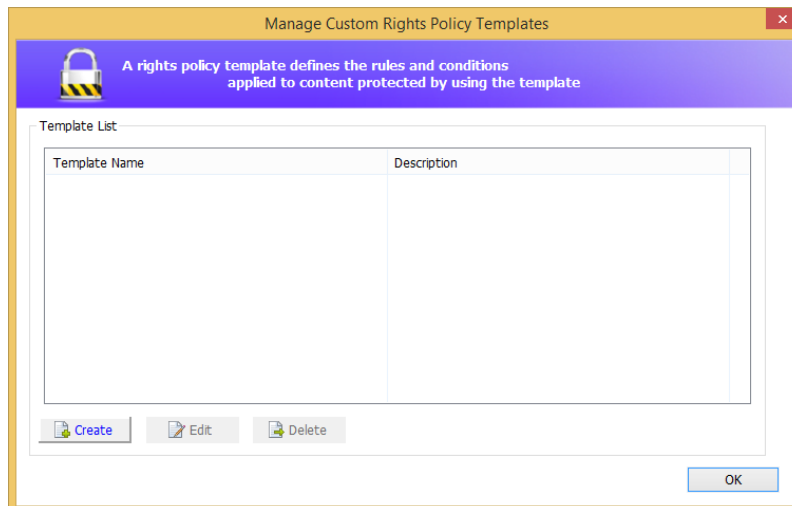
2. Click **Create** to open Create Right Policy Template.

3. (Optional) If you want to edit the existed template, please click **Edit**.

4. Click **Add** to choose the language and edit template name and description. Click **OK**. The template name and description will be shown in the Template Identification list.

5. Click **Next** to add user rights. Click **Add** in Add Users and Rights.
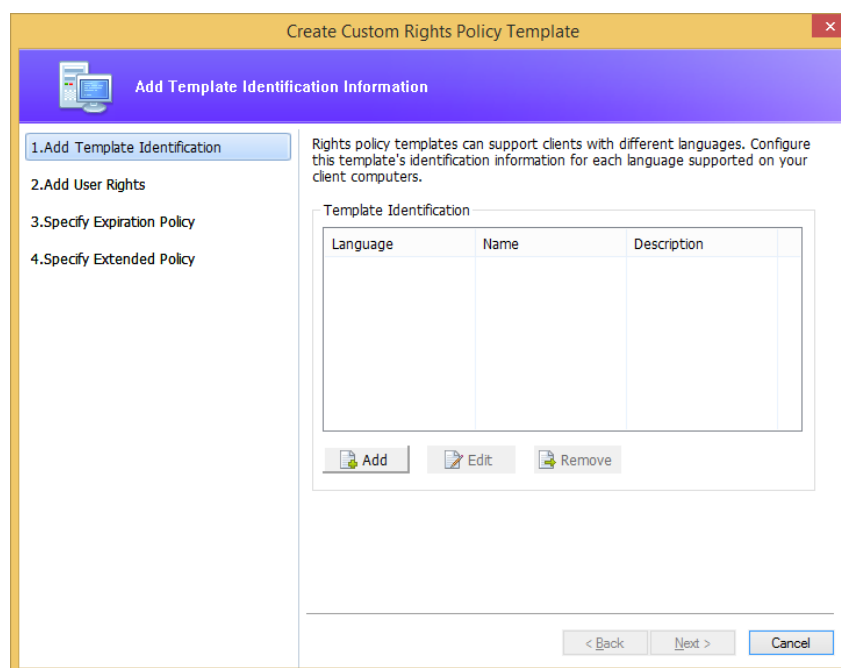
6. In the pop-up **Add User or Group** dialog box, choose **The e-mail addresses of users or groups**, click **Browse** to simply add a user who you would like to assign rights to. Selecting **Anyone** allows every user to work with the encrypted PDF files. You can type multiple e-mail addresses as well.
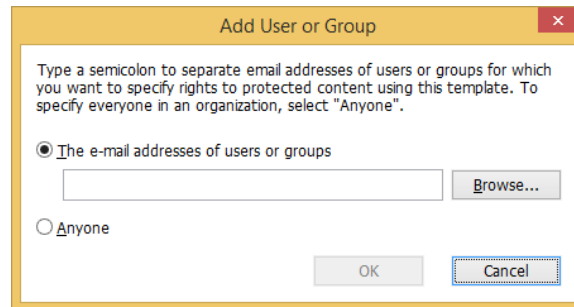
7. Check PDF permissions for the specified users. You can set the permissions for all of the users or set different permissions for specific users.

8. User can request additional permissions from: if users want to apply for any permissions, the application will launch the email client and list the email addresses you typed into the text in the Recipient's Address automatically. You can type a URL as well.

9. Click **Next** to specify the expiration policy.
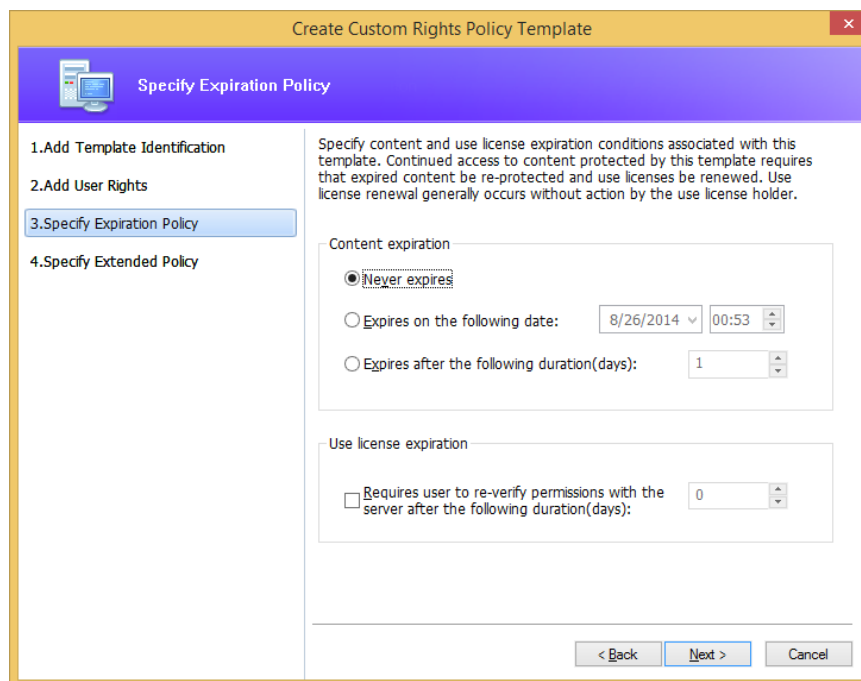
Content expiration

**Never expires:** the PDF content can be viewed indefinitely.
Expires on the following date: the PDF content will expire on a given date.
Expires after the following duration (days): the PDF content will expire after the number of desired days selected.

Use license expiration

Requires user to re-verify permissions with the server after the following duration (days): users need to apply for a new license to open the encrypted PDFs the specified number of days later.

10. Click **Next** to set security watermarks and extended policies. Please refer to Security Watermark and Extended Policy.
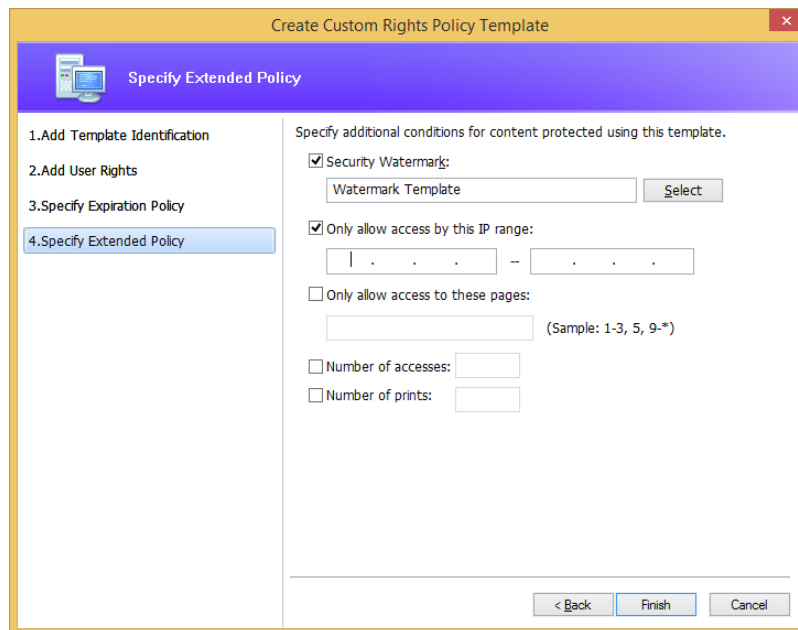
11. Click **Finish** to complete creating the template. The template will be added to the template list under **PROTECT** > **AD RMS Protect** > **Restricted Access**.
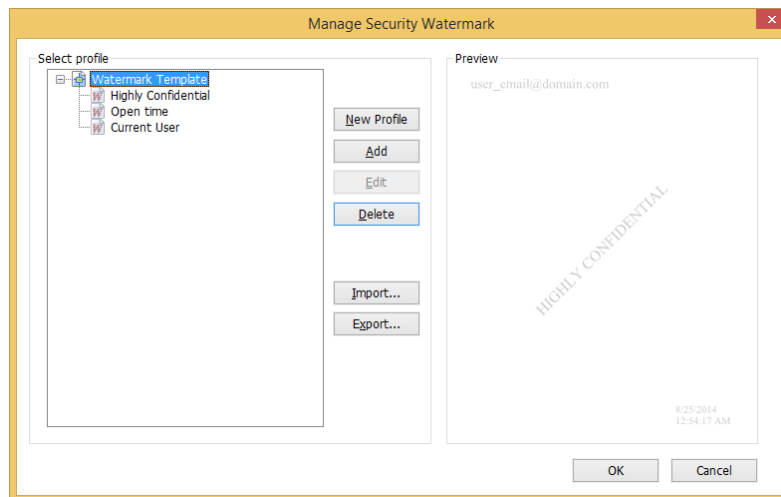
Security Watermark Management

1. Creating Profile

Before adding a watermark, you should create a profile first. The application will apply all of the watermarks in the profile to the PDF.

Note: you can only choose a profile but not a certain watermark to use. Please create the watermarks you want to add to a PDF in the same profile.

- Choose **PROTECT** > **AD RMS Protect** > **Settings** > **Security Watermark** to open **Manage Security Watermark** dialog box.
- Click **New Profile** to create a profile and name it.

2. Adding Watermark

To add a new watermark, please do the followings:

- Open the **Manage Security Watermark** dialog box and select a profile you created and click **Add** to add watermarks in the profile.
- Type the watermark's name.
- Type the watermark's content in the text box and edit the settings for font, size, color, underline, and alignment.
  Note: you can only set text as a watermark.
- Choose **Select dynamic variable** in the drop-down menu of Dynamic text. When any PDF reader opens the file, the watermark will show the current document information dynamically and will use multiple texts at the same time.

  Content ID: shows the content ID of the current document.
  Document Title: show the current document title.
  Author: show the author of the current document.
  Current User: show the current user who is reading the document.
  Date: show the current system date when opening the document.
  Day: show the current system day when opening the document.
  Month: show the current system month when opening the document.
  Year: show the current system year when opening the document.
  Time: show the current system time when opening the document.
 **Hour**: show the current system hours when opening the document.
  Minute: show the current system minutes when opening the document.
  Second: show the current system seconds when opening the document.

- Set the appearance by choosing the rotation degree and the opacity. You also have the option to scale the watermark relative to the target page.
- Set the vertical and horizontal distance between the target page and the watermark.
- Choose the page range to display the watermark. You can choose to display the watermark

for all pages in range, even pages only, or odd pages only in the subset list.

- Preview the watermark in the right pane.
- Click **OK** to finish it.
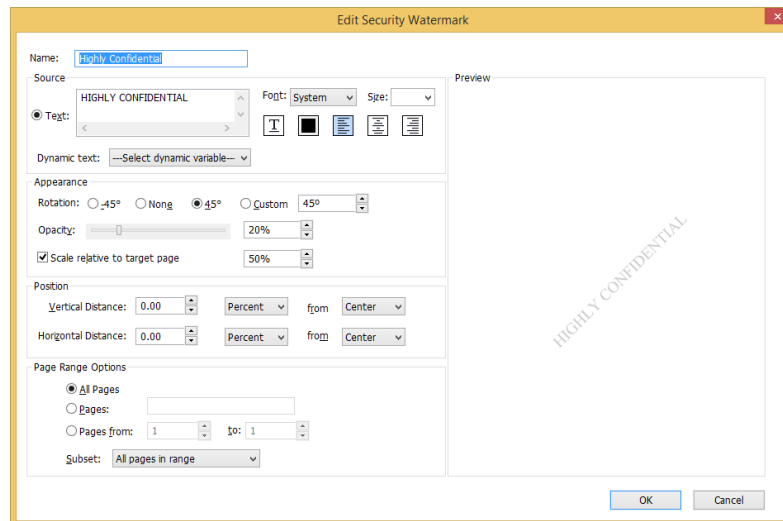
3. Editing or Deleting Watermark

Editing a Watermark

- Open the **Manage Security Watermark** dialog box and select a watermark you want to edit.
- Click **Edit** to open the **Edit Security Watermark** dialog box.
- Begin editing the watermark; refer to "Adding Watermark" for more details.
- Click **OK** to finish the operation.

Deleting a Watermark

- Open the **Manage Security Watermark** dialog box and select a watermark you want to delete.
- Click **Delete** to remove the selected watermark.

4. Importing or Exporting Watermark

Importing a Watermark

- Open the **Manage Security Watermark** dialog box and click **Import**.
- Choose a watermark with .xml format.
- Click **Open**.

Exporting a Watermark

- Open the **Manage Security Watermark** dialog box and select a watermark you want to export.
- Click **Export** and choose a file type and location to save.
- The watermark will be exported as an .xml file or an encoded file according to your choice. It can be integrated with the AD RMS policy template and applied to the PDF files by Foxit Reader (MSI).
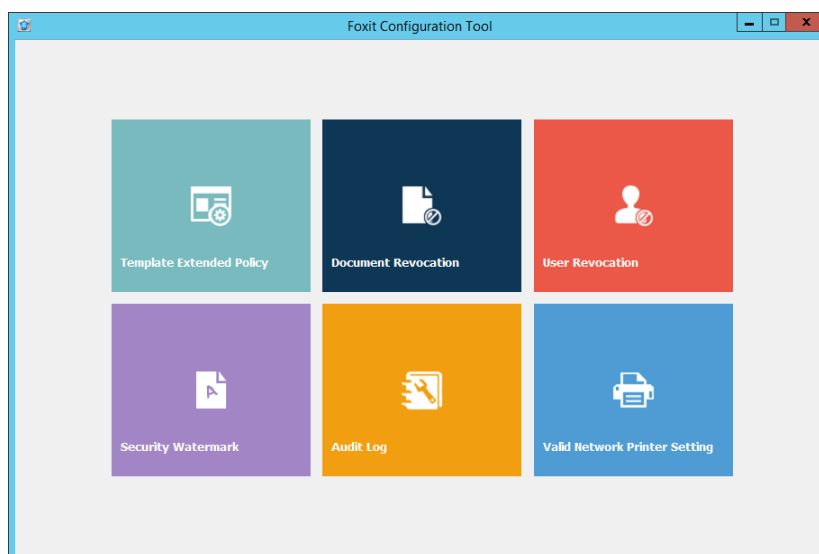
Note:

1. If you want to integrate the watermark to a common policy template, please export it as an .xml file and add it to the template with Foxit Reader (MSI) directly.

2. If you want to integrate the watermark to an official policy template, please export it as an encoded file (.txt format) and integrate it into the template with AD RMS Scripting API Architecture. Then you can import the template and apply it to PDFs using Foxit Reader (MSI). (Please click here to see the example and use the value of "appData.Name" and "appData.Value" in the exported encoded file.)

Foxit Configuration Tool

Foxit Reader RMS protector provides a handy configuration tool for administrators to better modify the protection settings on a RMS server. Administrators can directly edit the extended policies of templates and security watermarks, dynamically revoke permissions, audit logs, and set valid network printers.
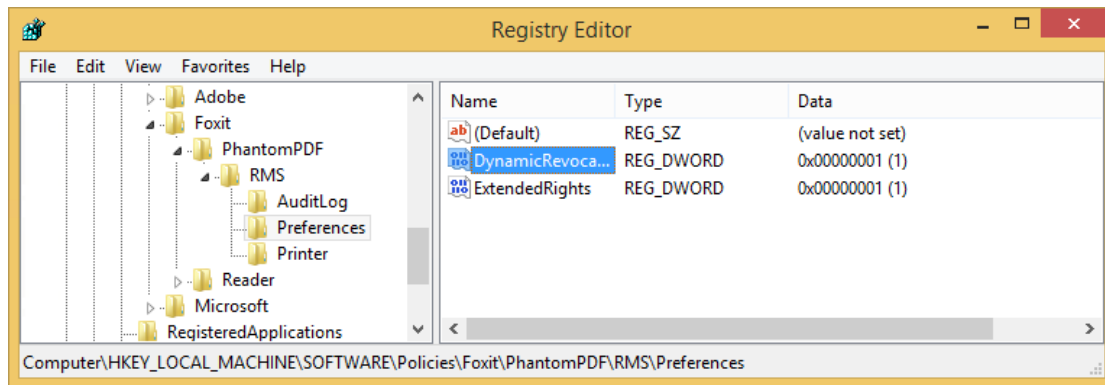
To use the configuration tool to encrypt PDFs, please do the following:

- Log in to your RMS server.
- Download the Foxit Configuration Tool from:
  - For X86:
    http://cdn01.foxitsoftware.com/pub/foxit/rms/configtool/FoxitConfigurationTool_32.zip
  - For X64:
    http://cdn01.foxitsoftware.com/pub/foxit/rms/configtool/FoxitConfigurationTool_64.zip

- Unzip and Run Foxit Configuration Tool, you can then use the different tools in the Foxit Configuration Tool window.


Foxit Configuration Tool Window

Template Extended Policy

With the **Foxit Configuration Tool**, administrators can easily add the extended policy to official templates. Click the **Template Extended Policy** tool and choose one template to edit. See also Extended Policy.

Tip: Click *button in the left corner to return to the Foxit Configuration Tool window.*

Dynamic Revocation

Revocation is a mechanism that revokes a PDF document that has already been issued. A common use of revocation is to remove rights from an individual when he is no longer authorized or to restrict access to a document when it becomes out of date or invalid.

Note: To revoke a PDF document/user in an on-premise environment, please refer to Web Service Configuration to configure the web service first, and then configure the registry as following:

a)   Log on to the client.
b)   Run regedit.exe and navigate to the following path.
      HKEY_LOCAL_MACHINE\SOFTWARE\Policies\Foxit\Reader\RMS\Preferences
      Note: If there's no such path, please manually create the keys.
c)   Create a new REG_DWORD(32-bit) value.
      -Name: DynamicRevocation
      -Value: 1 to enable Revocation, 0 to disable it (default)

Note: *You can also configure the registry through GPO. See also Foxit Reader Deployment and Configuration.*

To revoke a PDF document, click **Document Revocation**. Select the PDF document you want to revoke, click the **Add** button to add the document to the Revocation List. Or you can click **Browse** to select a document from a local drive to add to the Revocation List. To remove the revocation, please select the document in the Revocation List and click the **Remove** button.
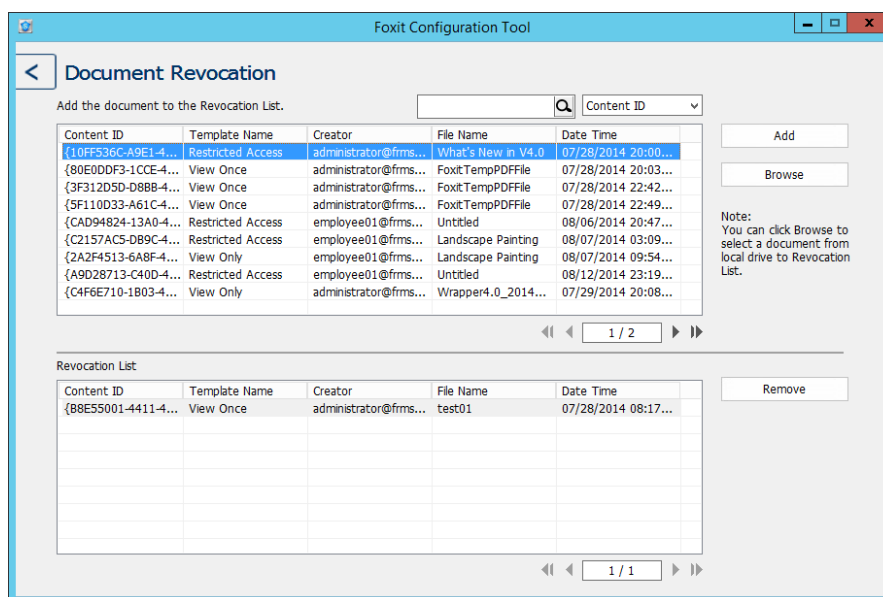
To revoke a user, click **User Revocation**. Click **Add** button to add a user to the User Revocation List. To remove the revocation, please select the user in the list and click **Remove** button.

Security Watermark

Administrators can manage security watermarks on the server as end users do on a client, by using the **Security Watermark** tool in the Foxit Configuration Tool window. For more information, please refer to Security Watermark.

Auditing Logs

Foxit Reader (MSI) enables you to track the usage of RMS protected files to record the actions made in the files during workflow, which can be saved to a SQL server. This includes who accessed the document, what document was accessed, when it was accessed, how it was accessed, and other actions performed in the document.

To audit logs, please do the following:

1. Follow the codes below to create the database table on the server.

```
USE [Database]
GO
/****** Object:    Table [dbo].[Table_Name]    ******/
SET ANSI_NULLS ON
GO
SET QUOTED_IDENTIFIER ON
GO
CREATE TABLE [dbo].[Table_Name](
 [User] [nvarchar](50) COLLATE SQL_Latin1_General_CP1_CI_AS NOT NULL,
 [Action] [nvarchar](50) COLLATE SQL_Latin1_General_CP1_CI_AS NOT NULL,
 [FileName] [nvarchar](max) COLLATE SQL_Latin1_General_CP1_CI_AS NOT NULL,
 [DateTime] [datetime] NOT NULL,
  [IP] [nchar](25) COLLATE SQL_Latin1_General_CP1_CI_AS NOT NULL
```

[PrinterName] [nvarchar](max) COLLATE SQL_Latin1_General_CP1_CI_AS NULL,
[Copies] [numeric](18, 0) NULL,
[Result] [nchar](10) COLLATE SQL_Latin1_General_CP1_CI_AS NULL
) ON [PRIMARY]

2. Click the **Audit Log** tool in the Foxit Configuration Tool window. Enter all SQL Server information shown below, including SQL Server Name, the name of the Database and Table, User Name, and Password. Then click on the **Test Connection** button to test if the connection works well. A message box will pop up if the test connection is successful.
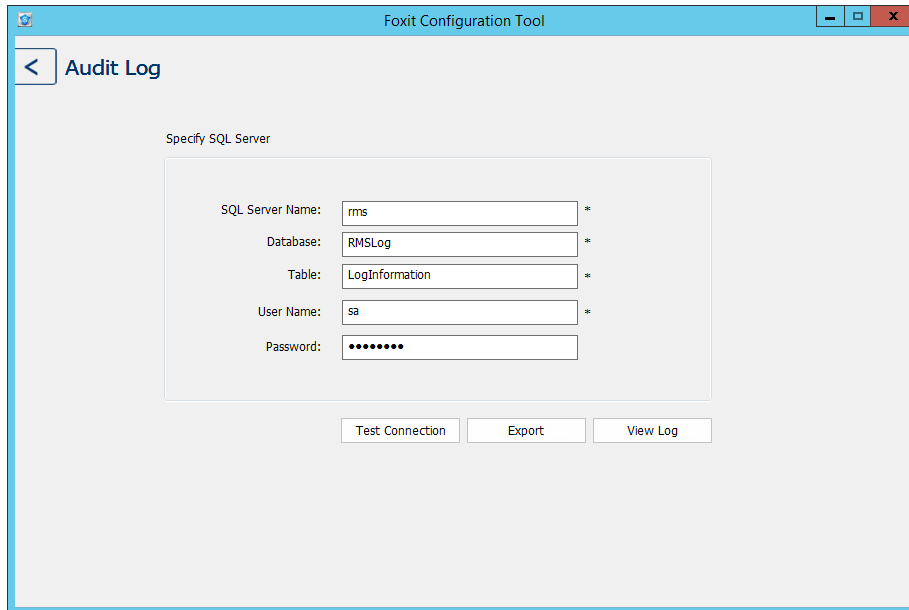
3. Click on the **Export** button and choose to export to the Foxit Reader registry or Foxit PhantomPDF to generate a .reg file for the administrator's configuration. The administrator can distribute the .reg file to client-end computers.

4. Click **View Log** to view the operations records. You can search the records using different key words and also export the log to a .csv file.
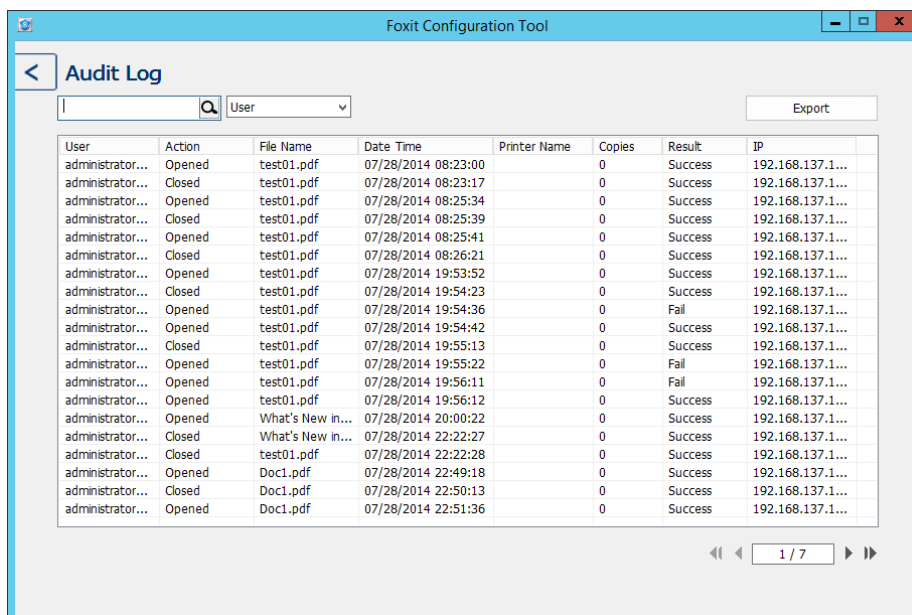
Restricting Local Printing

You can also set the printing permissions by specifying certain network printers to protect the sensitive information from being printed arbitrarily.

✧ **Network Printers Configuration**

To avoid unauthorized printing of sensitive documents, you can limit the printing permissions to certain network printers. To configure network printers, please click the **Valid Network Printer Setting** tool and in the "Foxit Configuration Tool" window and then do the following:
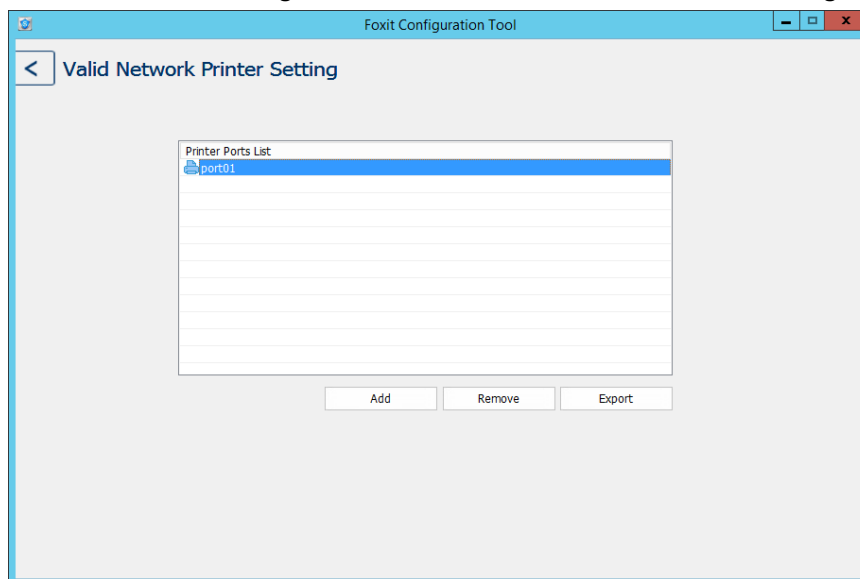
1. You should get the Printer Port first. Please go to **Start** > **Devices and Printers** > right-click a network printer > **Printer Properties**. In the printer properties dialog box, select the **Ports** tab and get the information, e.g.: "IP_192.168.3.239" is the printer port.
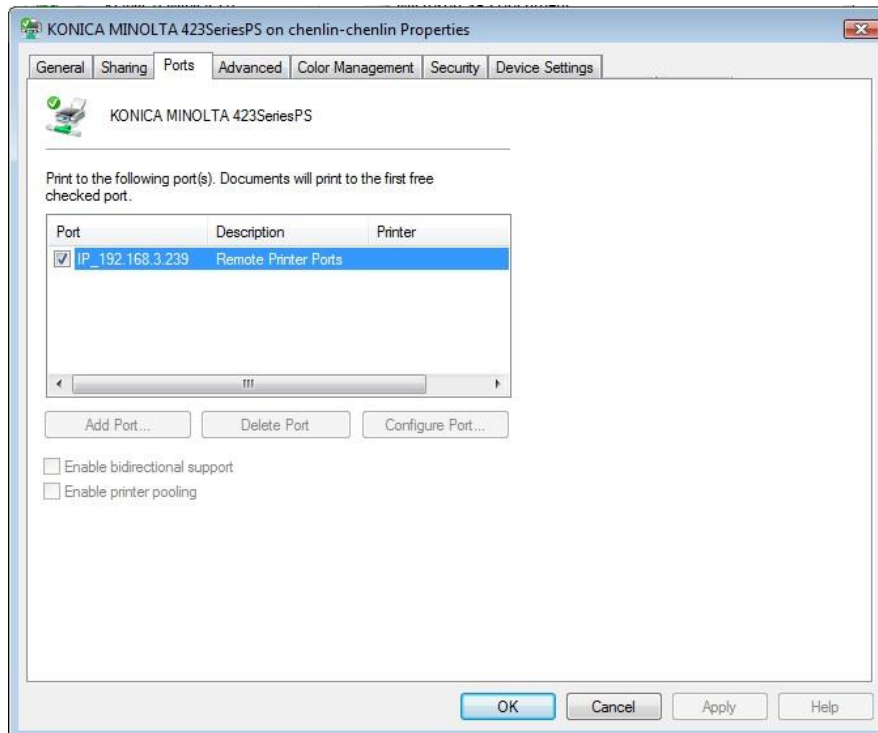
2. Click **Add** button in the **ConfigTool** dialog box to add the Printer Port.

Note: *About how to add a network printer, please see "Add a Network Printer".*

3. Click on **Export** button to generate a .reg file for the administrator's configuration.

4. The administrator can distribute the .reg file to client-end computers.

✧   **Add a Network Printer**

There are two devices to add a network printer as below:

● Go to **Start** > **Devices and Printers** > Click **Add a printer**. In the Add Printer dialog box, click **The printer that I want isn't listed** to go on to the next step.
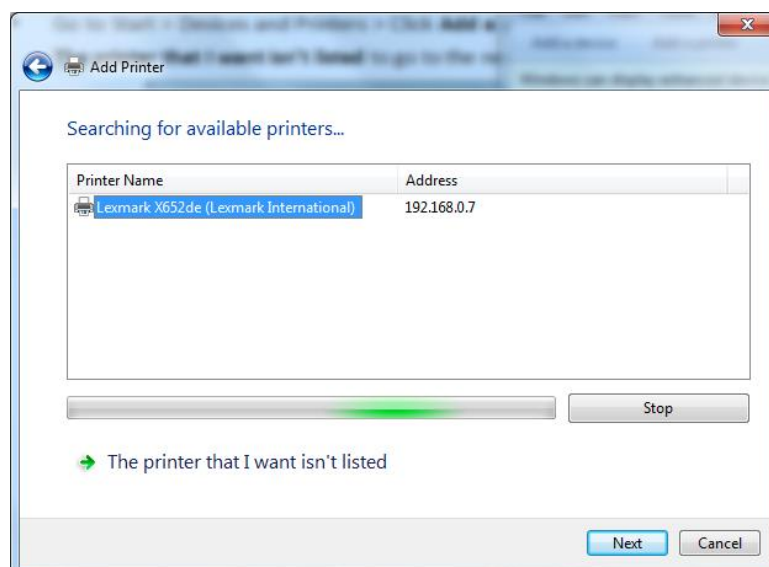
Follow the instructions shown in the Add Printer dialog box shown below to complete adding a printer.
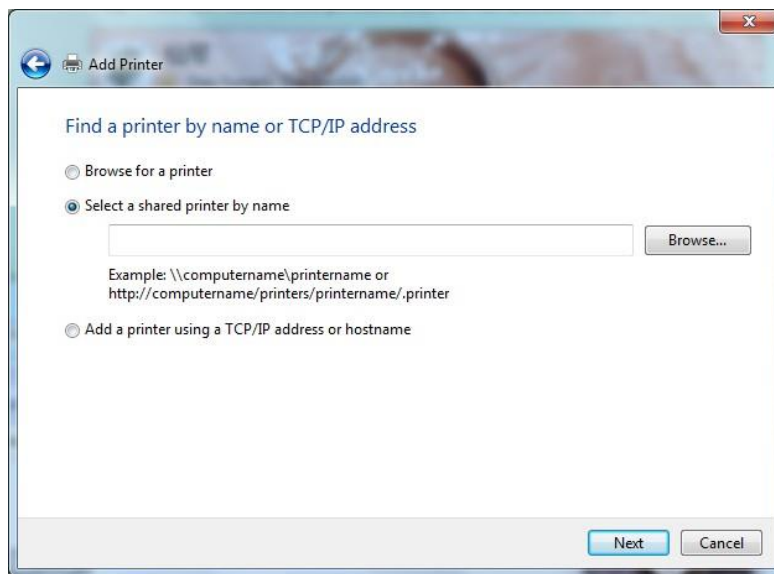
- Open the Run box by pressing shortcut keys Win + R, enter the printer URL you want to add and click **OK**.
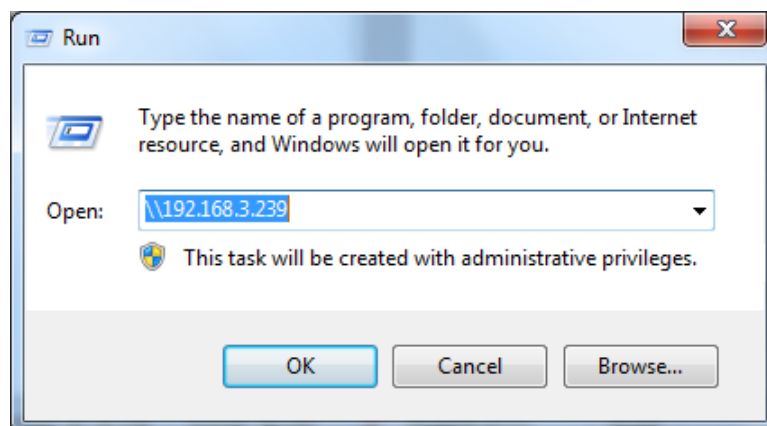
In the pop-up dialog box, right-click the printer and choose connect on the context menu.
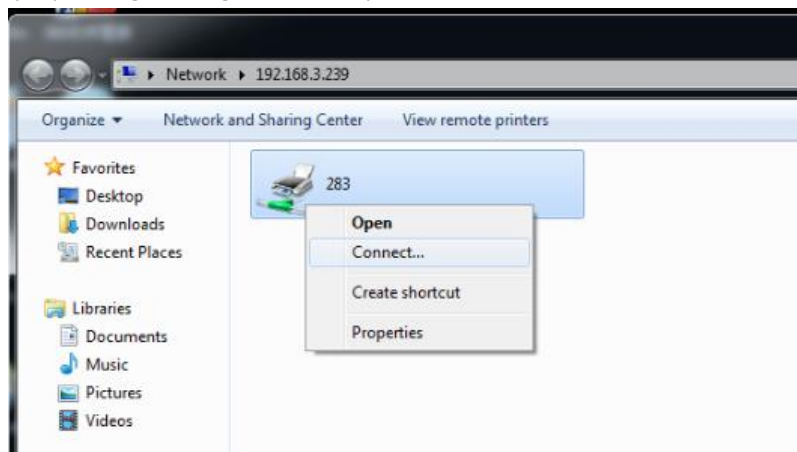
Chapter 5 – Comments

A comment is a written note intended as an explanation, illustration, or statement of fact or opinion; essentially a remark that expresses personal reaction or attitude. You can type a text message or add a line, circle, or other shape to make comments on PDFs with Foxit Reader commenting tools. The default style of comments contains a pop-up window displaying the name, date, and time the comments were created, along with the text. You can also edit, reply, delete, and move the comments with ease. This function is quite helpful to your studies and work if you have to regularly make notes and annotations on PDF documents.

About the Annotation Tools

Annotation tools make adding annotations on PDFs possible. There are various annotation tools with different functions for you to choose: Typewriter tools, Drawing tools, and Text Markup tools. These tools that are used to add or create comments to PDF documents are placed under the **COMMENT** tab.
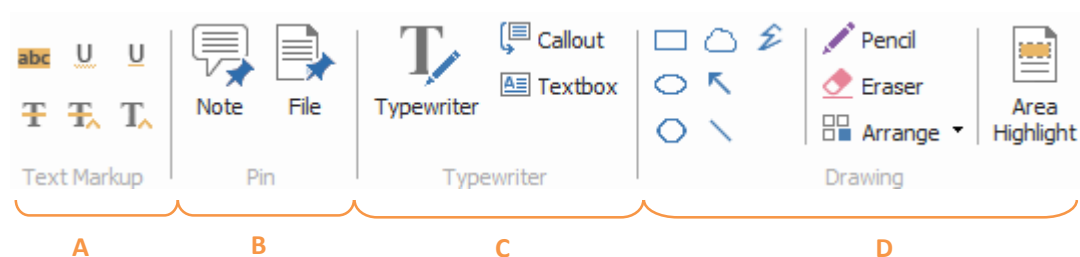
A: Text Markup Tools   B: Note and File Comment Tool
C: Typewriter Tools   D: Drawing Tools

Selecting Tools to Add Comments

◆   Select **COMMENT** > select a type of tool you want to use under the toolbar.

Adding Note Comments

The most used type of comments is the note comments. A note comment has a note icon that appears on the page and a pop-up note for the text. The message box can be resized and will wrap around your text so the user does not have to enlarge the box if they need to type more. Read below to learn how to add a note comment in the document.
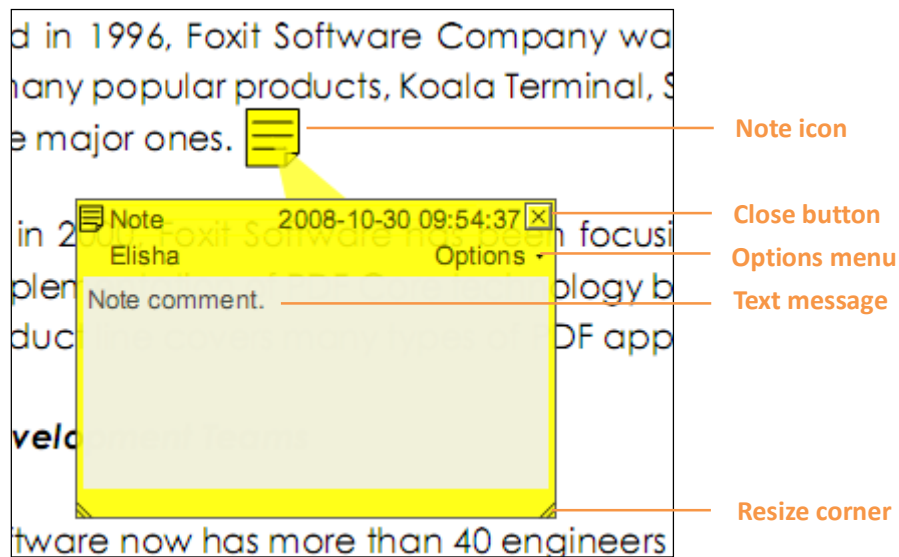
To Add a Note Comment

- Choose **COMMENT** > **Pin** > **Note** ⬚ .
- Click where you want to place the note.
- Type text in the pop-up note. You can also use the Select Text tool ⬚ to copy and paste text from a PDF into the note, or copy the note to other applications using Ctrl + C.

Editing a Note Comment

- Click the text message.
- Make changes as needed.
- Drag its lower right corner to resize the pop-up note.
- Click and drag the title of the pop-up note to move its position.
- When finished, click the title of the pop-up note, or click outside the pop-up note.
- (Optional) Do one of the following to close the pop-up note. A note icon appears to the right of the markup to indicate the presence of text in the pop-up note.
  - A. Click the close button in the pop-up note.
  - B. Double-click the markup.
  - C. Right-click the markup, and choose **Close Popup Note**.
  - D. Choose **Close Popup Note** from the **Options** menu of the pop-up note.

Using the Spell Checker

You are able to use the Spell Checker if the security settings allow you to. When you are trying to input any text in the pop-up note, you will be prompted to download the Foxit Spell Check Language component if it hasn't been installed on your computer yet. Click **Yes** to download this update.

To download this add-on from the Foxit Website, see also "Spell Checker".
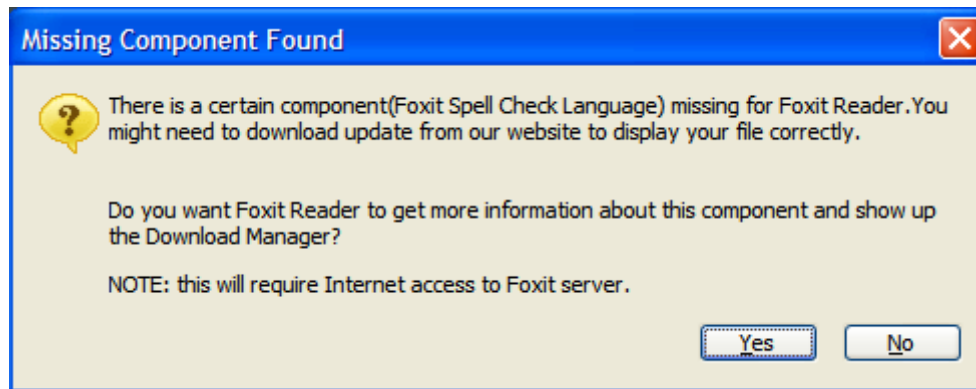
If you have installed Spell Checker, when you type any English text in the pop-up note, this tool will try to find any spelling errors and will highlight them with squiggly lines.

- Right click on the misspelled words, and you will see a list of suggested words.
- Choose one of the suggested words to replace the original text, or ignore the squiggly line.

If you want to disable spell check, please go to **FILE** > **Preferences** > **Spelling** > uncheck **Enable spell check** option.

Aligning and Centering Note Comments

- Choose the Note tool ![Note], Hand tool ![Hand] or Select Annotation tool![Select Annotation].
- Follow the steps specified in "Working with multiple images".

Deleting a Note Comment

- Choose the Note tool ![Note], Hand tool ![Hand] or Select Annotation tool ![Select Annotation].
- Do one of the following:
  - A. Click the note icon, and press the **Delete** key.
  - B. Right-click the note icon, and choose **Delete** from the pop-up context menu.
  - C. Choose **Delete** from the **Options** menu of the pop-up note.

Using the Text Markup Tools

You can use the Text Markup tools to indicate which text should be edited or noticed. Text Markups do not change the actual text in the PDF. Instead, they indicate which text should be deleted, inserted, highlighted, or underlined. Text Markup tools include the Highlight tool, Underline tool, Strikeout tool, Squiggly Underline tool, Replace Text tool and Insert Text tool.

Text Markup Tools

Button	Tool Name	Description
abc	Highlight Tool	To mark important passages of text with a fluorescent (usually) marker as a means of memory retention or for later reference.
U	Underline Tool	To draw a line under to indicate emphasis.
T	Strikeout Tool	To draw a line to cross out text, making others know the text is deleted.
U	Squiggly Underline Tool	To draw a squiggly line under. Similar to Underline Tool.
T^	Replace Text Tool	To draw a line to cross out text and provide a substitute for it.
T^	Insert Text Tool	A proofreading symbol (^) used to indicate where something is to be inserted in a line.

Foxit Reader offers convenience to users when they change color and opacity of the comments. You can modify color and opacity, and then add any Text Markups to the PDF file. Foxit Reader will automatically remember the color and opacity settings.

Using highlight, underline, strikeout, squiggly and replace tool

1. Highlighting, underlining, striking out, squiggling or replacing text

- Choose **COMMENT** > **Text Markup** > **Highlight** tool abc, **Underline** tool U , **Strikeout** tool T ,

  Squiggly Underline tool U , **Replace Text** tool T^ or **Insert Text** tool T^ .

- Click and drag from the beginning of the text that you want to mark up.

2. Adding text to highlight, underline, strikeout, or squiggly markups

- Select the Hand tool Hand , Select Annotation tool Select Annotation or the corresponding Text Markup tool > right-click the markup > choose **Open Popup Note**.

- Type text in the pop-up note. You can also use the Select Text tool Select Text to copy and paste text from a PDF into the note, or copy the note using Ctrl + C in other applications.

- (Optional) Do one of the following to close the pop-up note. A note icon appears to the right of the markup to indicate the presence of text in the pop-up note.
  A. Click the close button in the pop-up note.
  B. Double-click the markup.
  C. Right-click the markup, and choose **Close Popup Note**.
  D. Choose **Close Popup Note** from the **Options** menu of the pop-up note.

3. Deleting a highlight, underline, strikeout, squiggly underline, or text replacement

Do one of the following:

- Select the Hand tool Hand, Select Annotation tool Select Annotation or the corresponding Text Markup tool > click the markup > press **Delete** key.
- Select the Hand tool Hand, Select Annotation tool Select Annotation or the corresponding Text Markup tool > right-click the markup > choose **Delete** from the pop-up context menu.
- Choose **Delete** from the **Options** menu of the pop-up note.

Using the Select Text Tool

The Select Text Tool enables you to add most tools of text editing; including highlight, strikeout, underline, squiggly and replacement. It has integrated the Select Text function with Text Markup tools. When you select text with the Select Text tool, a menu of text editing options will appear on the right click context menu. Also, you can use the Select Text tool to add bookmarks for PDF files.

Marking up Text with Edits

- Choose **HOME** > **Tools** > **Select Text** Select Text.
- Select the text you want to mark up > right-click the selected text, and then refer to "Using the Text Markup Tools".

Using the Drawing Tools

Drawing tools help you to make annotations with drawings, shapes, and text. You can use the Drawing tools to mark up a document with arrows, lines, squares, rectangles, circles, ellipses, polygons, polygon lines, clouds, and other shapes. Drawing tools provide another kind of annotation. The table below describes exactly what Drawing tools do.

Drawing Tools

Button	Tool Name	Description
↖	Arrow Tool	To draw something, such as a directional symbol, that is similar to an arrow in form or function.
╲	Line Tool	To mark with a line.
▭	Rectangle Tool	To draw a four-sided plane figure with four right angles.
⬯	Oval Tool	To draw an oval shape.
⬡	Polygon Tool	To draw a closed plane figure bounded by three or more line segments.
⩘	Polyline Tool	To draw an open plan figure with three or more line segments.

|	Pencil Tool	To draw free-form shapes.
	Eraser Tool	An implement, acts as a piece of eraser, used for erasing the pencil markups.
	Cloud Tool	To draw cloud shapes.
	Area Highlight Tool	To highlight a specified area, such as a certain text range, an image and blank space.

Adding Drawing Markup

Consider the effect you want before selecting a drawing tool.

- Choose **COMMENT** and click the drawing tool as needed in the **Drawing** tools.
- To draw a line or arrow, drag across the area where you want to markup.
- To draw a square, rectangle, circle, or oval, drag across the area where you want the markup to appear.
- To create a polygon, polyline, or cloud shape, click to create the start point, move the pointer, and then click to create each segment. To finish drawing the shape, double click to complete it.

- To draw free-form lines using the Pencil tool ✏ Pencil , drag across the area to make any shape you want. You can release the mouse button, move the pointer to a new location, and continue the drawing.

- To erase parts of the pencil drawings, select the Eraser tool ◇ Eraser , click the pencil drawings, and click them again when an eraser appears on the drawings.

Tips:
- To draw a line that is horizontal, vertical, or at a 45-degree angle, hold Shift while you draw.
- To draw a square or circle with the Oval tool or Rectangle tool, press Shift while you draw.
- Double-click the markup to write the comment.
- Right-click the markup or click the option on the comment box to open the properties box. Set the properties according to your requirements.
- If you draw a line or arrow, you can enable the comment to be shown on the line or arrow by checking **Show text in line** in the **Line Properties** dialog box.
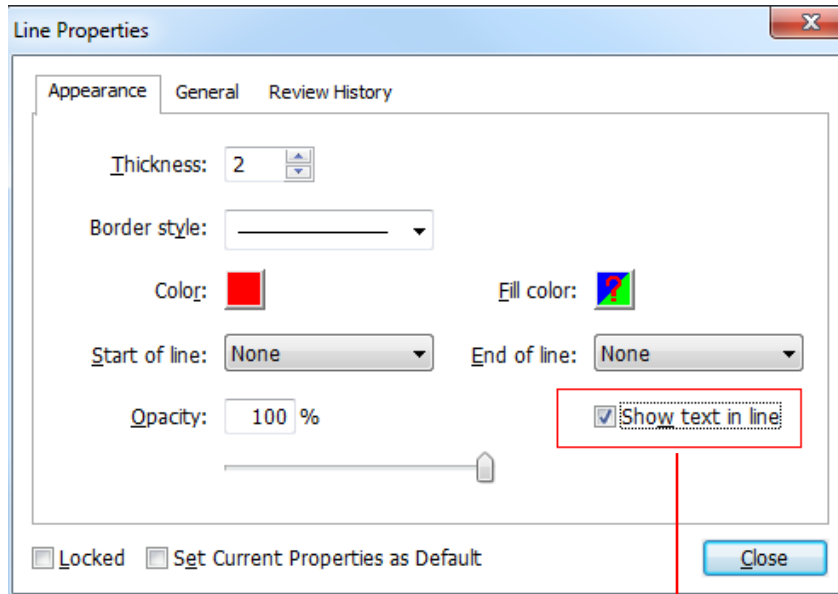
Adding Area Highlight

Foxit Reader lets you highlight specified areas, such as a certain text range, image, or blank space.

- To highlight an area, select **COMMENT** > **Drawing** > **Area Highlight** , and then click and drag the mouse across the text range, image, or blank space that needs to be highlighted.
- The areas will be highlighted in yellow by default. To change the highlight color, right click the highlighted area, select **Properties**, and then choose a color as needed in the **Appearance** tab on the **Highlight Properties** dialog box. You can also click **other colors** to customize and apply desired colors to highlight the selected area. Foxit Reader will automatically save the custom colors and have them shared by all the annotation tools.
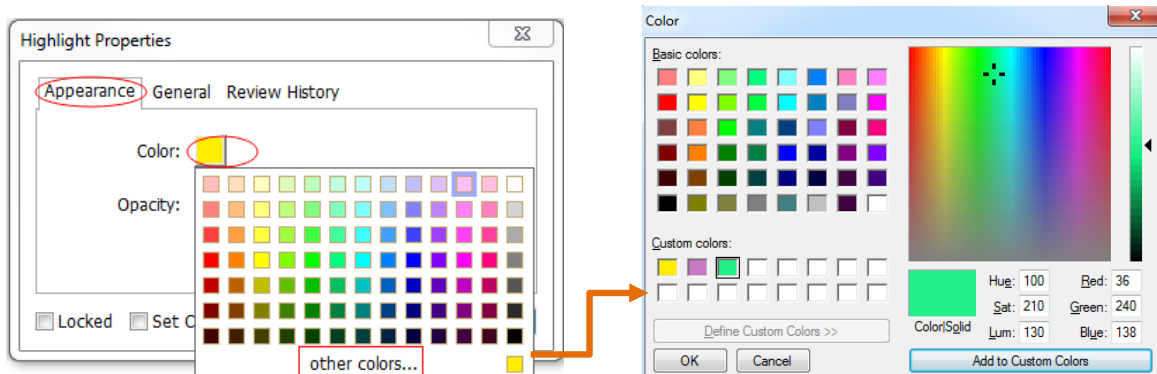
## Adding Free-form Annotation with PSI (Pressure Sensitive Ink)

Foxit Reader adds PSI support for free-form annotation. You can use the Surface Pro Pen or Wacom Pen to add free-form annotations with PSI in PDFs. Detailed steps are as follows:

- (For Surface Pro users) Choose **COMMENT** > **Drawing** > **Pencil**, and then add free-form annotation as needed with the Surface Pro Pen;
- (For Wacom tablet users) Connect your Wacom tablet to the computer, choose **COMMENT** > **Drawing** > **Pencil**, and then add free-form annotation as needed with the Wacom Pen.

Editing, resizing or moving the markup

- Select the Hand tool , Select Annotation tool or the corresponding Drawing tool.
- To edit or resize the drawing markup, select it, put the cursor on one of the green points, and drag one of the handles to make your adjustments.
- To move the drawing markup, select it, and put the cursor on one of the segments to drag.
- To add a pop-up note to the markup, select it, and double-click the markup or right-click it and choose **Open Popup Note**.

Aligning and centering drawing markups

- Choose the Hand tool or the Select Annotation tool .
- Follow the steps specified in "Working with multiple images".

Deleting the Markup

Do one of the following:

- Select the Hand tool , Select Annotation tool or the corresponding Drawing tool > press the **Delete** key.

- Select the Hand tool , Select Annotation tool or the corresponding Drawing tool > right-click the drawing markup > choose **Delete** from the context menu.
- Choose **Delete** from the **Options** menu of the pop-up note.

Grouping the Markups

Grouping drawing markups enables you to combine them so that you can work with them altogether. You can move or delete the group, set its status, change its appearance, and apply other

preferences.

Select the Hand tool Hand or Select Annotation tool Select Annotation, and do one of the following:

- To group the markups, select the markups you want to group by pressing Ctrl > right-click on one of the selected markups, and then choose **Group**.
- To work with a group, select one of the markups, and then work with the grouped comment just like working with a single comment.
- To ungroup the markups, select the group > right-click on it, and choose **Ungroup**.
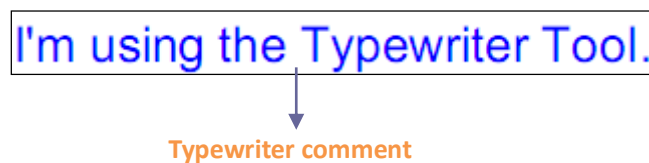
Using the Typewriter Tools

The Typewriter tools include Typewriter tool, Callout tool, and Textbox tool.

Using the Typewriter Tool

Typewriter tool acts as a machine to produce text on PDFs by manually pressing keys consecutively on a keyboard. You can use the Typewriter tool to add comments anywhere on a PDF, which do not appear as annotations.

Note: The Typewriter tool can be used to fill forms.

See also "Filling non-interactive forms".

I'm using the Typewriter Tool.

Typewriter comment

Adding Comments with Typewriter

- Choose **COMMENT** and click Typewriter tool.
- Put the pointer on the area to type any text you want.
- Press **Enter** if you want to start a new line.
- To finish typing, click anywhere outside the text you have inputted.
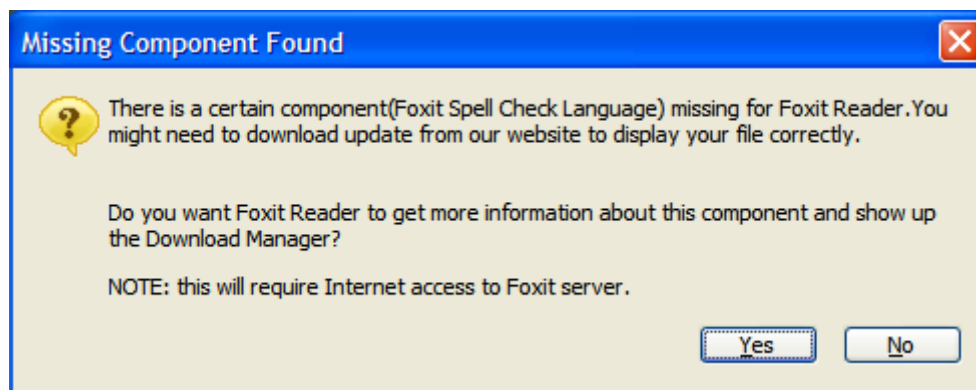
Editing the Typewriter Comment

- Choose **COMMENT** and click the Typewriter tool Typewriter on the toolbar.
- Put the pointer between the letters and double click to activate the typewriter text field.
- Do any changes to the text you have inputted. Use the Backspace or Delete keys to delete the characters before or after the pointer.
- To finish editing, click anywhere outside of the text field.

Tips: You can use the Arrow Keys to move the pointer right and left, or up and down.

Using the Spell Checker

You are able to use the Spell Checker if the security settings allow. When you are trying to insert any text with Typewriter, you will be prompted to download Foxit's Spell Check Language component if this package hasn't been installed on your computer yet. Click **Yes** to download this update.

To download this add-on from the Foxit Website, see also "Spell Checker" .

If you have installed Spell Checker, then when you use typewriter to insert any English text, this tool will try to find any spelling errors and will highlight them with squiggly lines.

- Right click on the misspelled words, and you will see a list of suggested words.
- Choose one of the suggested words to correct your input or just ignore the squiggly line.

Moving the Typewriter Comment

Do one of the following:

- Choose **COMMENT** and click the Typewriter tool ![Typewriter] on the toolbar, and follow the steps below:
  A. Put the pointer between the letters to activate the typewriter text field.
  B. Move the pointer to the leftmost or rightmost side of the text field.
  C. When the cursor turns to an arrow ▶ , hold down the mouse and drag the typewriter comment to the intended place.

  Tips:
  ✧ You can use the Home, End or Arrow Key to move the cursor among characters.
  ✧ When moving the typewriter comment, a rectangle appears.

- (Recommended) Select Hand tool ![Hand] or Select Annotation tool ![Select Annotation] , click the typewriter

comment, and move it to the intended place.

**Deleting the Typewriter Comment**

Do one of the following:

- Choose **COMMENT** and click the Typewriter tool ![Typewriter] on the toolbar. Position the cursor to the ending or beginning of the text, drag the cursor to select them all, and press the **Delete** key.

- (Recommended) Click the Select Annotation tool ![Select Annotation] or Hand tool ![Hand] , right-click the text field, and choose **Delete**.

Setting Typewriter Preferences

Click the Typewriter tool ![Typewriter] on the toolbar and select the **COMMENT FORMAT** context tab, which will expand typewriter's toolbars to let you set the font style, size, color, direction and alignment of text.
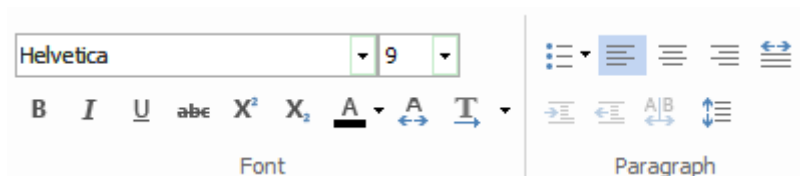
1. Modifying current font style, size and color of the typewriter

- To modify font style, drop down the Font list box, and select the font you want.
- To modify font size, drop down the Font Size list box on the Typewriter toolbar, and select an ideal size for your text.
- To set a typewriter font as default, just choose the right font and color. When you close out of the program, it will save, and will default to what you saved before when you open the program.

- To change the color of the current typewriter font, click the Color button ![A] on the Typewriter toolbar, and select a color as needed.

- To apply the bold formatting to the current typewriter font, click the Bold button B on the Typewriter toolbar.
- To apply the Italic formattting to the current typewriter font, click the Italic button I on the Typewriter toolbar.
- To cross out the text, select the text to be crossed out and click the Strikeout button ![abc] on

the Typewriter toolbar.

- To underline the text, slect the text to be underlined and click the Underline button $\underline{U}$ on the Typewriter toolbar.

- To add a superscript or subscript to the text, click the Superscript button X^2 or Subscirpt button X_2 on the Typewriter toolbar.

2. Changing the text direction

To change the text direction of typewriter comments, please do one of the following:

- Click the Writing Direction tool on the Typewriter toolbar, and choose **Left to Right** $\overset{T}{\rightarrow}$ or **Right to Left** $\overset{T}{\leftarrow}$ as needed.

- Select the text in typewriter comment, right click it, and choose **Writing Direction** > **Left to Right** or **Right to Left** from the context menu.

Note: By default, text direction switching is enabled in Foxit Reader. If you could not find the writing direction options in Foxit Reader, you can go to **FILE** > **Preferences** > **Commenting**, and check **Enable Text Direction Switching** to enable the text direction switching feature. You can also choose a text direction from the preferences as the default direction for text comments.

3. Aligning text and organizing text with bulleted lists

You can set the alignment of any inputted text using the text-align buttons. These buttons can be used to set the alignment for text in multiple lines. You can also add bullets to the text to keep the comment organized.

- To align text to the left, click the **Align Left** button ≡ on the Typewriter toolbar.

- To center text, click the **Center** button ≡ on the Typewriter toolbar.

- To align text to the right, click the **Align Right** button ≡ on the Typewriter toolbar.

- To add a bullet to the text, select the text first, click the **Bullets** button ≔▾ on the Typewriter toolbar, and then choose the desired bullet from the Bullet Library.

4. Changing current character space and scaling

- To change the character space of the current typewriter text, click the **Character Spacing** button $\overset{A}{\leftrightarrow}$ on the Typewriter toolbar. The **Character Spacing** dialog box appears. Then enter the intended value in the Point box, and click **OK** to change.

Note: The value inputted should be >=0.

- To change the horizontal scale of the current typewriter text, click the **Character Scale** button ⬌ on the Typewriter toolbar, select a percentage from the drop-down menu, or click **More** to manually enter a customized percentage.

- To change line spacing of the current typewriter text, click the **Line Spacing** button ⬍ on the Typewriter toolbar, enter the value to adjust the spacing, and click **OK**.

Adding Comments in a Text Box or Callout

The Callout tool and Textbox tool are designed for users to create comments in a callout format text box or just a box.

Callout text boxes are especially useful when you want to single out (but not obscure) a particular area of a document. Callout text boxes include three parts: a text box, a keen line, and an end-point line.
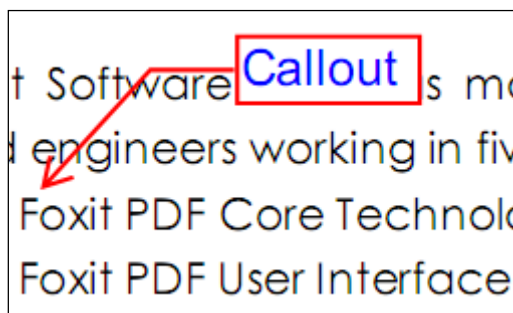
A text box is a rectangle of any size, with a border that separates the text box from the rest of the interface, allowing the user to input text. A text box usually remains visible on the document page. It doesn't close like a pop-up note.
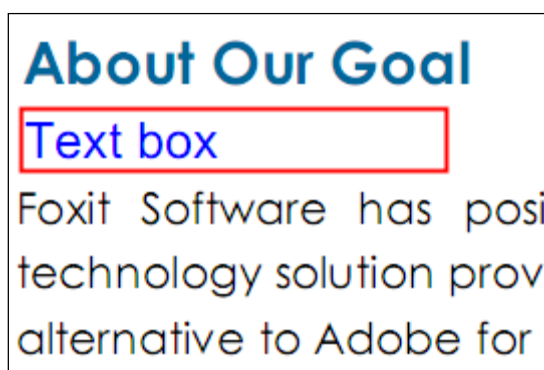
Note: You can add comments in Japanese, Chinese, and Korean with the Callout tool or Textbox tool, but you must have the Eastern Asian Language module installed. Callout text boxes and Text boxes only allow for horizontal text.

Adding a Callout or Text Box

- Choose **COMMENT** > **Typewriter** > **Callout** 📄 Callout .
- Click the place where you want to insert the callout or text box.
- Type the text. Text wraps automatically when it reaches the right edge of the box.

Resizing, moving, editing or deleting a callout or text box

Select the Hand tool 🖐 Hand or Select Annotation tool ⬚ Select Annotation, and do one of the following:

- To resize the callout or text box, select it, and drag any of the handles to resize it.
- To move the callout or text box, select it, and drag to the intended place.
- To set the border color or the fill color for the text in the callout and text boxes, click on the

  Border Color button 🅰▾ or the **Fill Color** button 🖌▾ under the **COMMENT FORMAT**

  context tab to change the colors.
- To delete the callout or text box, select it and press **Delete**, or right-click it, and then choose **Delete**.

Aligning and Centering Typewriter Comments

- Choose the Hand tool 🖐 Hand or Select Annotation tool ⬚ Select Annotation.
- Follow the steps specified in "Working with multiple images".

Setting Callout or Text Box Preferences

Please refer to "Setting typewriter preferences".

Working on Comments

Viewing Comments

- To view comments in the Comments panel, please go to **VIEW** > **View Setting** > **Navigation Panels** > **Comments**.
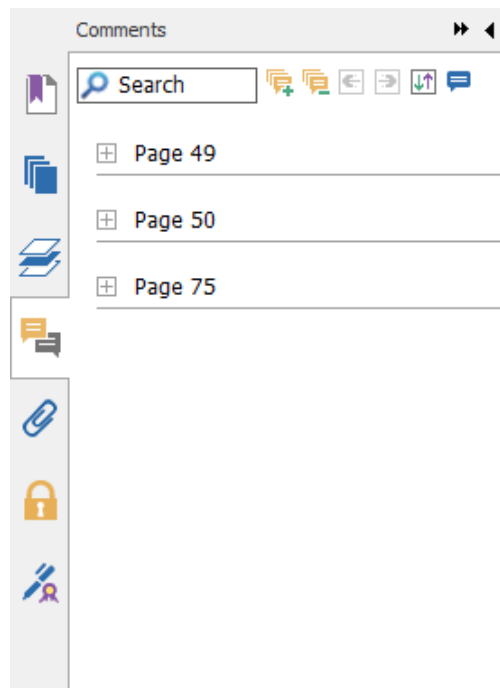
Comments Panel

In the Comments panel, there are a number of options as follows:

Expand All ![icon] – expands all of the items listed in the Comments panel.

Collapse All ![icon] – collapses all of the items in the panel.

Next ![icon] – goes to the next comment if you choose to expand all the items.

Previous ![icon] – goes to the previous comment if you choose to expand all the items.

Sort By ![icon] –selects to sort the comments by type, page, author, date, status or checkmark status.

Show/Hide Comments ![icon] –select **Hide all comments** or **Show all comments** to hide or show all comments as needed.

Search box ![Search box] –input keywords to search comments.

- The comment is displayed in the popup note or on the markup icon and acts as a tooltip when the popup note is closed.
- If you input the comment with too many lines, it will only show some of the comment while the rest will be displayed as ellipsis when the cursor is moved outside the popup note. Click inside the message box to view it with the scroll bar.

Setting a Status

Setting a status is useful for keeping track of comments that you have read. You can use the status to indicate which comments you want to accept, reject, cancel, or complete.

By setting the review status, you can let review participants know how you are going to handle the

comments. Once the review status is set, you cannot remove the review status display from the history in the Review History list, even if you change the review status to None.

Changing the Status of a Comment:

- With the Hand tool, Select Annotation tool or the corresponding comment tool selected, right-click a comment you want to change the status of, choose **Set Status** > **Accepted/Rejected/Cancelled/Competed** from the drop-down menu.
- To view a markup's history of changes:
  A. Right-click the markup, and then choose **Properties**.
  B. In the **Properties** dialog box, click the **Review History** tab to view the history of changes people have made to a status of a comment.

Setting Checkmark Status for Comments

Checkmarks are useful for keeping track of comments you have read or those that require further action. You can make checkmarks for each comment according to your needs.

To set the checkmark of a comment, please follow the steps below:

- Go to **VIEW** > **View Setting** > **Navigation Panels** > **Comments**.
- Click the **Expand All** tool on the Comments panel to expand all the comments, and you will find the check box right beside the comment.
- Click the check box to set the check status of a comment.
- (Recommended) Right-click the comment you are going to make the checkmark, and choose **Mark with Checkmark** from the drop-down menu.

After marking the comments with checkmarks, you can sort comments by checkmark status for easy reference.

Changing the Appearance of Markups

You can change the color and appearance of comments or markups before or after you create them. Also, you can set the new look as the default appearance for that tool.

Changing the appearance of Note Comments

1. Through COMMENT FORMAT context tab

- Choose the Hand tool or Select Annotation tool , click the note comment, and then the **COMMENT FORMAT** context tab will be called out.
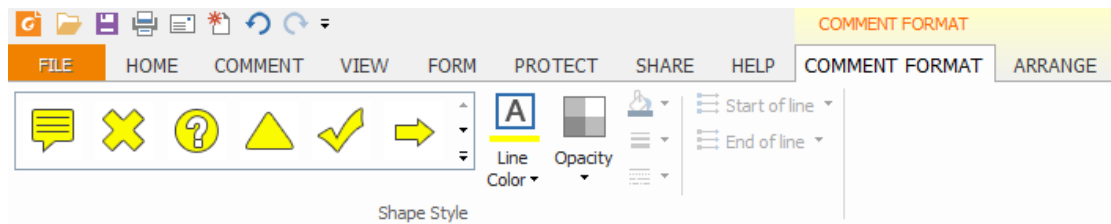
- Under the **COMMENT FORMAT** context tab, do the following:
  - ➢ Change the note type: select a note icon from the box.
  - ➢ Change the line color: choose **Line Color**, then select a desired color from the color palette.
  - ➢ Change the opacity: choose **Opacity**, and then drag the slider to adjust the opacity.

2. Via Note Properties dialog box

- Right-click the note icon and choose **Properties**, or choose **Properties** from the **Options** menu of the popup note to display the **Note Properties** dialog box.
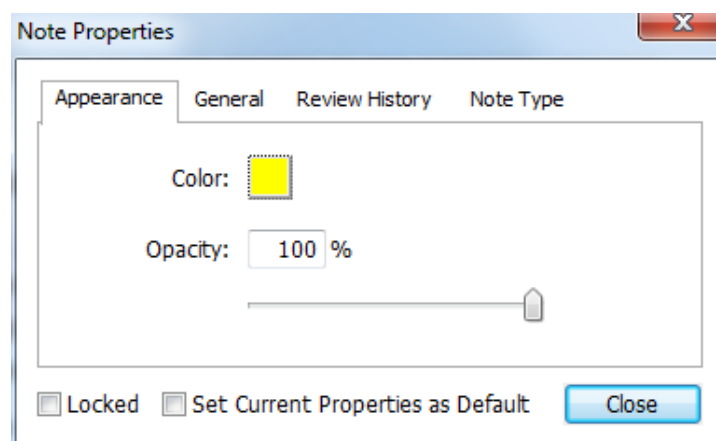
- In the **Note Properties** dialog box, do any of the following, and then click **Close**:

  - ➢ Click the **Appearance** tab to change the color and opacity of the comment.
  - ➢ Click the **General** tab to change the author's name and subject of the comment.
  - ➢ Click the **Review History** tab to see the history of changes people have made to the status of a comment during a review. See also "Setting a status".
  - ➢ Click the **Note Type** tab to change the type of icon used.
  - ➢ Check **Locked** at the bottom of the **Note Properties** dialog box to prevent the comment from being altered or deleted.
  - ➢ Check **Set Current Properties as Default** at the bottom of the **Note Properties** dialog box to set the current properties as the default for note comments.

Changing the Appearance of Text Markups

- Follow the steps of "Changing the appearance of Note Comments".
- There is no **Note Type** tab in the Text Markups settings.

Changing the Appearance of Drawing Markups

1. Through COMMENT FORMAT context tab

- Follow the steps specified in "Changing the appearance of measurement markups".
- The **Start of line** and **End of line** options are only available for open lines (such as the Arrow and Line markups).

2. Via Properties dialog box

- Right-click the drawing markup and choose **Properties**, or choose **Properties** from the **Options** menu of the popup note to display the **Properties** dialog box.
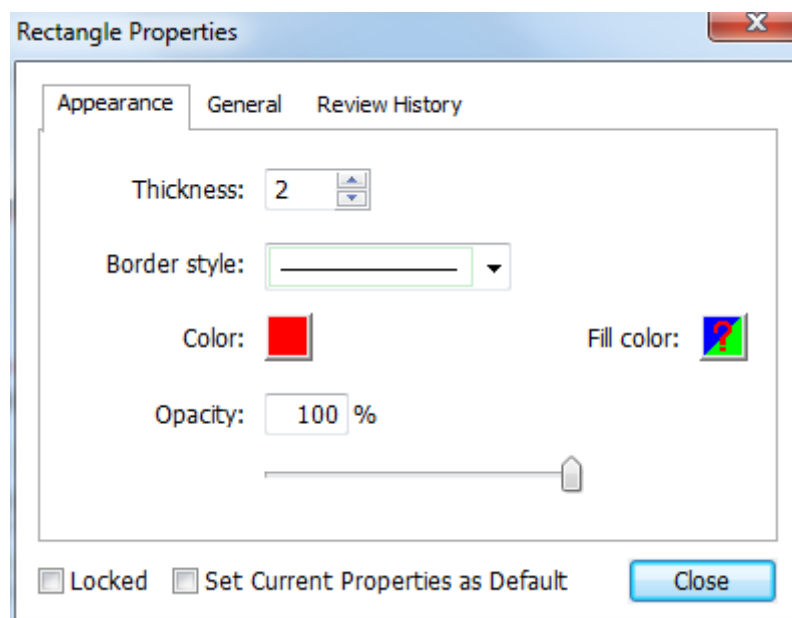
In the **Properties** dialog box, do any of the following, and then click **Close**:

- Click the **Appearance** tab to change options such as the color, opacity and type of border used. The type of the comment selected determines which options are available.
- Click the **General** tab to change the author's name and subject of the comment. Under the **General** tab, you can also see the creation/modification time of the drawing markup.
- Click the **Review History** tab to see the history of changes people have made to the status of a comment during a review. See also "Setting a status".
- Check **Locked** at the bottom of the **Properties** dialog box to prevent the comment from being altered or deleted.
- Check **Set Current Properties as Default** at the bottom of the **Properties** dialog box to set the current properties as the default for drawing markup comments.

Changing the Appearance of Typewriter Markups

1. Through COMMENT FORMAT context tab

- Choose the Hand tool or Select Annotation tool, click the typewriter comment, and then the **COMMENT FORMAT** context tab will be called out.
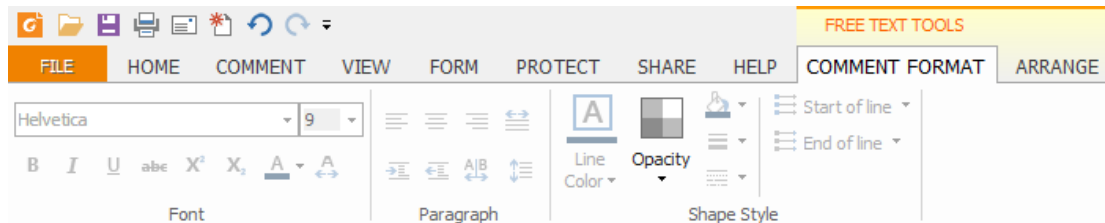
- Click **Opacity** and then drag the slider to adjust the opacity.

2. Via Typewriter Properties dialog box

- Right-click the typewriter comment and choose **Properties** to display the **Typewriter Properties** dialog box.
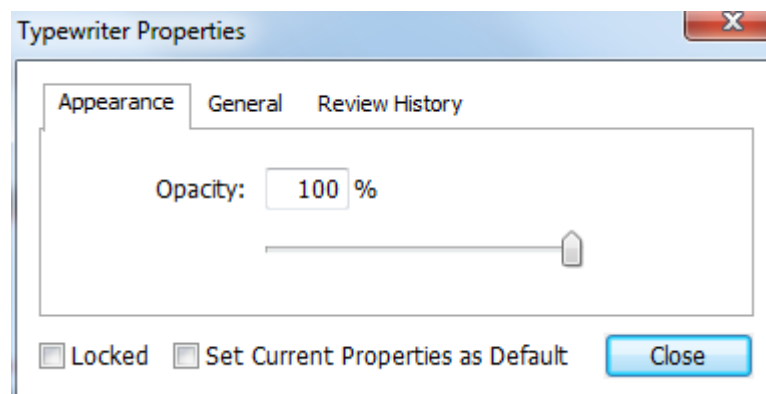
In the **Typewriter Properties** dialog box, do any of the following, and then click **Close**:

- Click the **Appearance** tab to change the opacity of the comments.
- Click the **General** tab to change the author's name and subject of the comment. Under the **General** tab, you can also see the creation/modification time of the typewriter markup.
- Click the **Review History** tab to see the history of changes people have made to the status of a comment during a review. See also "Setting a status".
- Select **Locked** at the bottom of the **Typewriter Properties** dialog box to prevent the comment from being altered or deleted.
- Check **Set Current Properties as Default** at the bottom of the **Typewriter Properties** dialog box to set current properties as default for typewriter comments.

Note: For Typewriter appearance, only opacity can be changed.

Changing the Appearance of a Text Box or Callout

● Please refer to "Changing the appearance of Drawing Markups".

Note: You can press **ESC** to return to Hand tool [Hand] anytime the comment tool is applied.

Setting Current Properties as Default

Foxit Reader allows you to set current properties of any comment as the default for preference. For example, when you set the color or opacity of the Highlight tool, you can right-click the highlighted contents and choose **Set Current Properties as Default** in the drop-down menu. When you highlight the contents next time, the color and opacity you set before will be applied.

To set current properties as default, please do one of the follows:

➢ Right-click the comment in the PDF and choose **Set Current Properties as Default** in the drop-down menu.
➢ Choose **Options** on the popups of the comment, and click **Set Current Properties as Default** from the drop-down window.
➢ Right click the comment and choose **Properties**, then check the **Set Current Properties as Default** option at the bottom of the **Properties** dialog box.

Replying to Comments

Replying to comments is useful in shared reviews, when participants can read each other's comments. They can also be used by review initiators to let reviewers know how their suggestions are being implemented. All replies appear in the popup note and are listed below the original comment. You can view the respective reply with the reply title and mark.

1. Replying to original comments in the pop-up note

● Using the Hand tool, Select Annotation tool, or the corresponding comment tool > open the pop-up note for the comment.
● Right-click the original comment and select **Reply**, or right-click the comment icon and select **Reply**.
● Type your reply in the text box that appears in the pop-up window.

2. Responding to other reviewers' comments

● Using the Hand tool, Select Annotation tool, or the corresponding comment tool > open the pop-up note for the comment.
● Right-click other reviewer's comment and select **Reply to this Reply**.
● Type in your comments in the text box that appears next to the reviewer's comment.

3. Deleting the Reply Message

In the note pop-up window, right-click the window, and click **Delete this Reply**.

*Note: Right-click the comment icon and select **Delete** to remove this markup.*

Sorting Comments

Usually, comments are listed by pages in the document. However, you can sort them by type, author, date, status, or checkmark status for easy reference.

To sort the comments, please follow the steps below:

● Go to **VIEW** > **View Setting** > **Navigation Panels** > **Comments** (or click comment icon on the left side of the Navigation panel) to open the Comments panel.

● Click ↓↑ and choose relevant option.
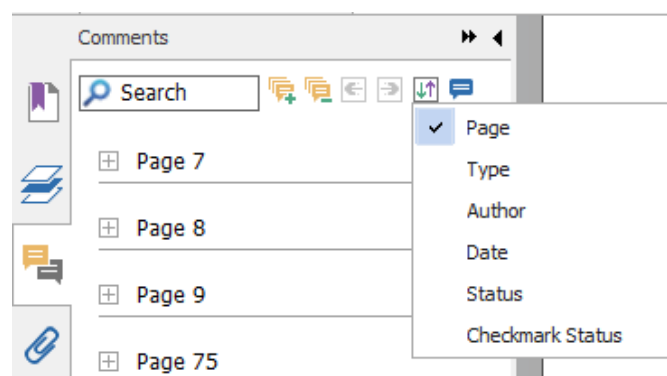
> ➢ Page: to sort comments by page.
> ➢ Type: to sort comments by the types of tools, such as typewriter, note, file attachment.
> ➢ Author: to sort comments by their creators.
> ➢ Date: to sort comments by the date they are created.
> ➢ Status: to sort comments by their status; such as rejected, approved, completed or canceled.
> ➢ Checkmark Status: to sort comments by checkmark status.

Searching Comments

Foxit Reader offers a quick search option for comments.

To search comments, just follow the steps below:

● Choose **VIEW** > **View Setting** > **Navigation Panels** > **Comments** (or click the Comment icon on the left side of the Navigation panel) to open the Comments panel.

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- Input the keywords in the Search Box on the top of the Comments panel, and Foxit Reader will filter the comment contents and display the results in the Comments panel.

Summarizing Comments

Summarizing comments is an easy way to obtain a synopsis of the text associated with the PDF. You can create a new PDF with summarizing comments; basically a comments summary that can be sorted by page, author, date or type to satisfy different requirements. You can also set properties for new documents, such as paper size, margin, page range, and font size. in the **Create Comment Summary** dialog box.

1. Choose **COMMENT** > **Manage Comments** > **Summarize Comments**.
2. In **Create Comment Summary** dialog box, please do the following:
     - Select how you prefer to create your comment summary.
     - Select Comment Type, such as All, Text, Line.
     - Choose paper size, such as A4, A3.
     - Choose font size and how to sort comments.
     - Specify page range.
     - Choose the color and opacity of the Connector Line (only available when you choose to create document and comments with connector lines.)
3. Click **OK** and the comments will be summarized in a new PDF. You can save the new PDF if you need.

Importing & Exporting Comments

Please refer to "Importing & Exporting Comments Data".

Printing Comments

Foxit Reader allows users to print the document together with the content of the attached notes.

To print texts created by comment tools, please choose **FILE** > **Print** > click **Summarize Comments**.

A window will pop up asking you whether to print the summarized comments in the current document, click **Yes** to continue.
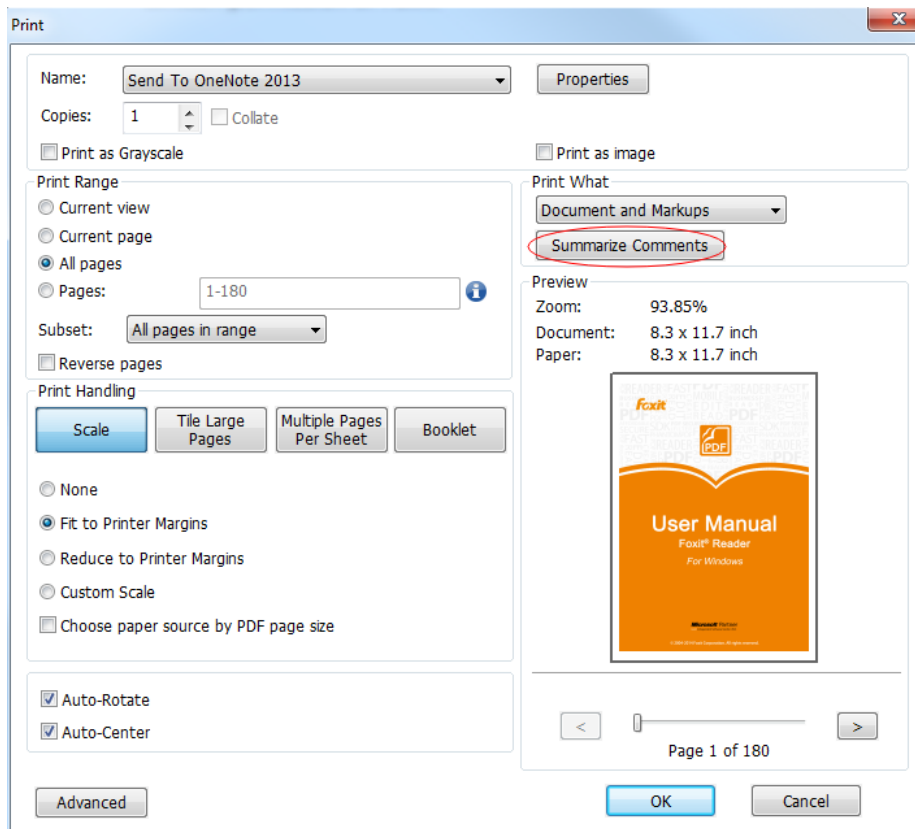
Sending Annotated PDFs

Foxit Reader makes it easy for users to share reviews. You can send your annotated PDFs to any reviewers to see and respond to your comments.

To send an annotated PDF file, do the following:

- Click on the **Save** button 💾 to save all the comments you have made.
- Go to **SHARE** > **Send to** > **Email**.

PDF Review

About PDF Review

Foxit Reader supports two kinds of PDF review: shared review and email review. With Foxit Reader (V7.0 or later), you can easily join a PDF view, share the comments, and track reviews. In a shared review, you can make comments, share and track reviews via a server or Foxit Cloud service. While in an email review, you can make comments and send the reviewed PDF back to the initiator as an email attachment.

Join a shared review

➢ Download the PDF file to be reviewed from your email application or Foxit Cloud service, and open it with Foxit Reader.

➢ If you open the PDF to be reviewed with Foxit Reader for the first time, you need to complete your identity information first (as shown below).
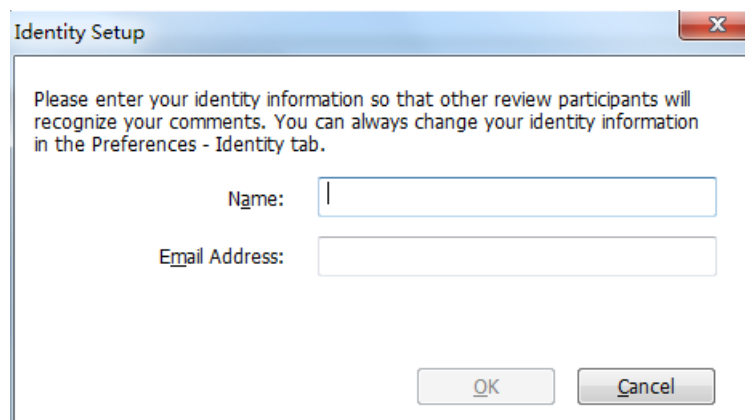
➢ Add comments as needed in PDF.

➢ Upon completion, click **Publish Comments** in the message bar to share your comments with other reviewers.

➢ Save the PDF by one of the following methods:

✧ Choose **FILE** > **Save As** to save the shared PDF as a copy in your local disk. You can reopen this copy to continue review or send to other reviewers for further shared review.

✧ Click the Review Option button on the message bar, and choose **Save as Archive Copy** to save the PDF as a copy that is no longer connected to the shared review.

During the shared review, Foxit Reader will automatically synchronize and display new comments every five minutes by default, and will notify you by flashing the Foxit Reader icon in the taskbar whenever there is any new comment. You can also click **Check for New Comments** to check for new comments manually or set the time interval in the reviewing preferences to check for new comments automatically in a specified time period. See also "Automatically Check for New Comments".

Note: To join a shared review initiated through Foxit Cloud service, you need to use one of the following compatible clients:

Windows: Foxit Reader/Foxit PhantomPDF 7.2 or later;
iOS: Foxit MobilePDF Business 4.6 or later;
Android: Foxit MobilePDF Business 3.4 or later.

Join an email review

➢ Open the PDF file to be reviewed from your email application.
➢ Add comments as needed in the PDF.
➢ Upon completion, click **Send Comments** in the message bar to send the reviewed PDF back to the initiator via email.
➢ (If necessary) Choose **FILE** > **Save As** to save the PDF as a copy in your local disk.

Rejoin a review

➢ Reopen the PDF to be reviewed by one of the following methods:
  ✧ Open the PDF copy directly if you have saved it in your local disk before.
  ✧ Choose **SHARE** > **Review** > **Tracker**, right click the PDF you want to review, and choose **Open** from the context menu.
  ✧ Open it from your email application.
➢ Follow the same steps specified above to continue a shared review or email review.

Note: To open the PDF to be reviewed from your email application with Foxit Reader, you may need to install the email application that is configured to work with Foxit Reader. Currently, Foxit Reader supports the most popular email applications, including Microsoft Outlook, Gmail, Windows Mail, Yahoo Mail, and others. For email applications or webmail that do not work with Foxit Reader, you can download the PDF first, and then open it for review from your local disk.

Track Reviews

Foxit Reader provides a tracker to help you track reviews easily. Choose **SHARE** > **Review** > **Tracker**, and then you can view the file name, deadline, number of comments, and reviewers for the shared reviews or email reviews you have joined.

Chapter 6 – Form

Foxit Reader is extremely useful for form filling and form designing. Please read below for more information.

General Information

There are two kinds of "form" files. First, is a PDF file with fillable fields, which enables you to fill the form directly by clicking the form fields. This is called an *Interactive PDF Form*. The other kind of form is a plain PDF file with lines and texts, which should be filled with the typewriter feature in Foxit Reader. This is called a *Non-interactive PDF Form*.

You will need to navigate and adjust views of a form in the exact same way that you do in ordinary PDFs.

Interactive Form

For interactive forms, you will see a document message bar appear between the Reader toolbars and the form itself. To close this message bar, please click ✕ on the rightmost. If you do not want to see it again when reopening this file, please choose **FILE** > **Preferences** > **Forms** > **General** > check **Always hide document message bar**. To show it, redo the steps and uncheck **Always hide document message bar**.

The left side of the message bar typically informs you that this document is a fillable form. The right side of the message bar has two buttons. The first is a Highlight Fields button, which highlights the backgrounds of all blanks to be filled in and outlines any required blanks, making it obvious and easy to see them at a glance. Click it to highlight all fields or cancel the highlight. The other one of the buttons is the Close button ✕ , click it to close the Document Message Bar.

XFA (XML Forms Architecture) Form

With Foxit Reader, you can fill in <u>XFA forms</u> with the Hand tool 🖐 Hand , the same way you are able to do with normal fillable forms (also known as AcroForm).

See also "<u>Setting form Display Preferences</u>".

Non-interactive Form

The document message bar will not appear. This kind of form acts like an ordinary PDF document that has plain text and you will need to use the Typewriter feature to fill in this form.

Filling in PDF Forms

PDF form operation: Foxit Reader allows you to fill in PDF forms and print them out. These basic features are free for both personal and non-personal use. Foxit Reader also supports advanced form operations, such as saving filled-out forms and importing/exporting forms.

Filling Interactive Forms

If a PDF form contains interactive form fields, you can fill them in with the Hand tool Hand . When you place the pointer over an interactive form field, the pointer icon changes to one of the following:

- Pointing Finger -- Appears when the pointer is over a button, radio button, check box, or item on a list.

- Arrow -- Appears when you can select an item in a list of options.

- I-beam icon -- Appears when you can type text into the form field.

To fill in an interactive form, please do the following:

- If necessary, select the Hand tool Hand .
- (Optional) To make form fields easier to identify, check the Highlight fields on the document message bar. Form fields appear with a colored background (yellow by default).
- Click in the first form field you want to fill in, either to select that option or to place an I-beam pointer in the field so that you can start typing.

- Right-click the text fields, and choose **Paste** or **Select All** to do other operations.
- After making a selection or entering text, do any of the following:
  A. Press Tab or Shift + Tab to accept the form field change and go to the next or previous field.
  B. Press the Up arrow key to select the previous option in an item of list, or press the Down arrow key to select the next option.
  C. Press **ESC** to reset clear a form entry.

  *Note: If the current form field is a single-line text box, you can press **Enter** to accept your text, which will deselect the field. You cannot start a new line in the text box. If the current field is a check box, pressing **Enter** or Space bar turns the check box on or off. In a multiline text form field, pressing **Enter** creates a paragraph return in the same form field.*

● After you fill in the form fields, do one of the following:

A. Click the submit button if one exists. Clicking this button sends the form data to a database across the web or over your company intranet.

B. Click the **Save** icon 💾 on the toolbar, or choose **FILE** > **Save**.

C. Choose **FILE** > **Save As**, and specify a location for the copy.

Note: If the form author gave Reader user extended rights, the saved copy will include the entries you made in the forms. Otherwise, the saved copy will be blank.

● Print the form.

Clearing a form entry

Click one of the form fields, and use the **Backspace** key or **Delete** key.

Clearing Unsaved Form Entries

Choose **FORM** > **Form Data** > **Reset form**.

Clearing a Form in a Browser

Do either of the following:

● Choose **FORM** > **Form Data** > **Reset Form**. You can't undo this action.
● Quit the browser, and start again.

Note: Clicking the web browser's Reload or Refresh button, the Back or Go Back button, or following a link to another page may not complete clearing the form.

Filling Lengthy Entries in Forms

Some PDF forms can contain dynamic text fields, which change the text you input in size to accommodate the text fields. The text appears smaller and smaller when the words you type exceed the current size of the field. When you're finished typing and the field is deactivated, the text field displays all of the typed text in a smaller size.

Spell-checking Form Entries

You can spell-check the text you type in form fields or Form Designer if the security settings allow.

If you have installed the Spell Checker, when you insert any English text in the form fields, the spelling errors will be highlighted, and underlined with squiggly lines.

To spell-check entries, do the following:

- Right-click on the misspelled words, and you will see a list of suggested words.
- Choose one of the suggested words to correct your input or ignore the squiggly line.
- If all the suggested words are not the exact words you want to input, try to correct them with other words.

Filling non-interactive forms

If a PDF form contains non-interactive form fields, you can fill in the form with the Typewriter tool . When you place the pointer over a non-interactive form field, the basic pointer icon doesn't change.

Non-interactive PDF forms can be printed and filled in by hand. Or, you can click the Typewriter tool to type information in the blank form fields and then save or print a copy of the completed form.

To use the Typewriter tool to fill the non-interactive forms and spell-check the entries, please refer to "Using the Typewriter Tool" .

Commenting on Forms

You can comment on PDF forms, just like on any other PDF. You can add comments only when the form creator has extended rights to the users.

Whether or not these comments are included when the form is submitted depends on how it is submitted. For example, if you use Foxit Reader to print the form for mailing or faxing, the comments do not appear. But if you attach the filled-in form to email as a complete PDF, the comments are included. You can also send the comments separately as an email attachment.

See also "Comments".

Importing & Exporting Form Data

Please refer to "Importing & Exporting Form Data".

Chapter 7 – Data Import & Export

Data in PDFs can be imported and exported to FDF files. FDF, short for Forms Data Format, a file format used for interactive form data, is used when submitting form data to a server, receiving the response, and incorporating it into the interactive form. It can also be used to export form data to stand-alone files that can be stored, transmitted electronically, and imported back into the corresponding PDF interactive form. In addition, FDF can be used to define a container for annotations that are separate from the PDF document to which they apply. Or sometimes, when you have to send a PDF file to others but do not want them to see your comments and form data, you may export all the data with this function, clear the file, and send it to others. In this way, all the data you added can be removed.

There are two kinds of data that can be imported and exported: comment data and form data. You can also send the comment data or form data as a FDF file to your clients or friends. The FDF does not only save all the data contents of the PDF documents, but also remembers their specific positions and statuses in the files.

Importing & Exporting Comments Data

This feature is especially useful for PDF reviewing. When you receive an email invitation to a PDF review, the invitation typically includes the PDF as an attachment or provides a URL to the PDF. Alternatively, you may receive a Form Data Format (FDF) attachment. When opened, a FDF file configures your review settings and opens the PDF in a web browser. At this moment, you need to know how to import the comment data from the FDF file. Similarly, you may export comment data and send them as a FDF file to other participants.

Importing Comments Data

Do one of the following:

- Double-click a FDF file to open it directly with Foxit Reader.

- Choose **COMMENT** > **Manage Comments** > **Import** > navigate to where the desired FDF file is, select it, and click **Open**. You will be prompted that the comments data has been imported successfully.

Exporting Comments Data

To export comments data, please do one of the following;

- To export as a FDF

A. Choose **COMMENT** > **Manage Comments** > **Export** [Export] .

B. You will be presented with a standard Windows **Save** dialog. Navigate to where you want to save the FDF file (e.g., your Documents folder), write its name, and click the **Save** button.

C. You will be prompted that the data has been exported successfully.

- To export and send in an E-mail

A. Choose **COMMENT** > **Manage Comments** > **FDF via Email** [FDF via Email] .

B. Your default e-mail program will pop up, and the comments data will be exported as a FDF file and attached in the email automatically.

C. Type the e-mail address and title > click **Send**.

D. The comments in FDF will be sent separately.

Note: The option of exporting comments data will be available only when the comments have been added to the PDFs.

Importing & Exporting Form Data

Importing and exporting form data is similar to importing and exporting comment data. However, this function is only for PDF interactive forms. All the options for importing and exporting form data will be unavailable when you open other ordinary PDFs or non-interactive forms.

To learn how to import and export form data, please view "Importing & Exporting Comments Data".

Foxit Reader allows users to export form data to a CSV file.

To export a form to a CSV file, please follow the steps below:

➢ Select **FORM** > **Form Data** > **Export** > **To a New File**.
➢ In the **Save As** dialog box, choose the save path, name the file to be exported, and choose CSV Files (*.csv) in the **Save as type** field.
➢ Click **Save** to save the file.
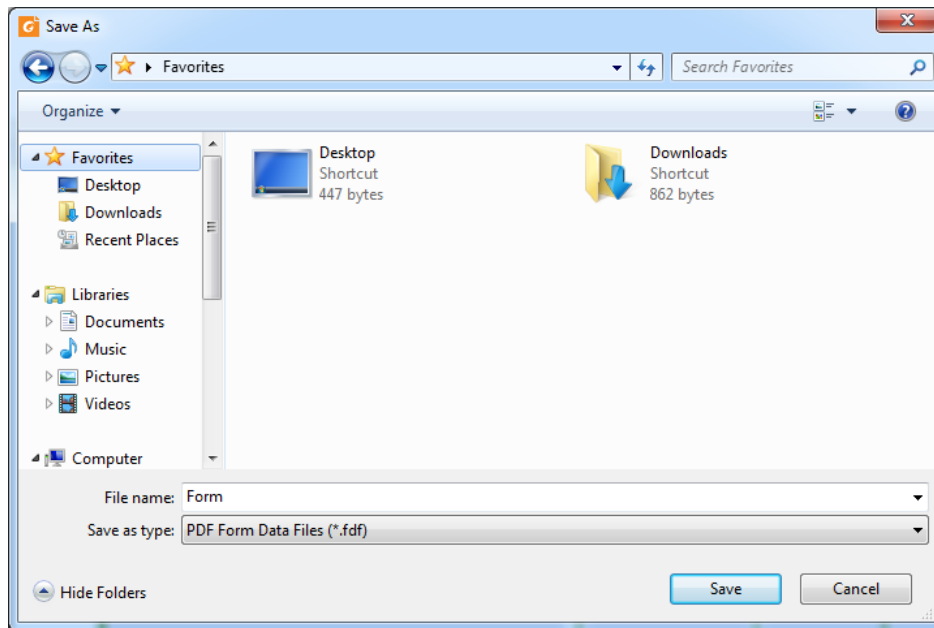
To export multiple forms to a CSV file, please follow the steps below:

➢ Choose **FORM** > **Form Data** > **Combine Forms to a Sheet**.
➢ Click **Add files** in the **Export multi-forms to a sheet** dialog box.
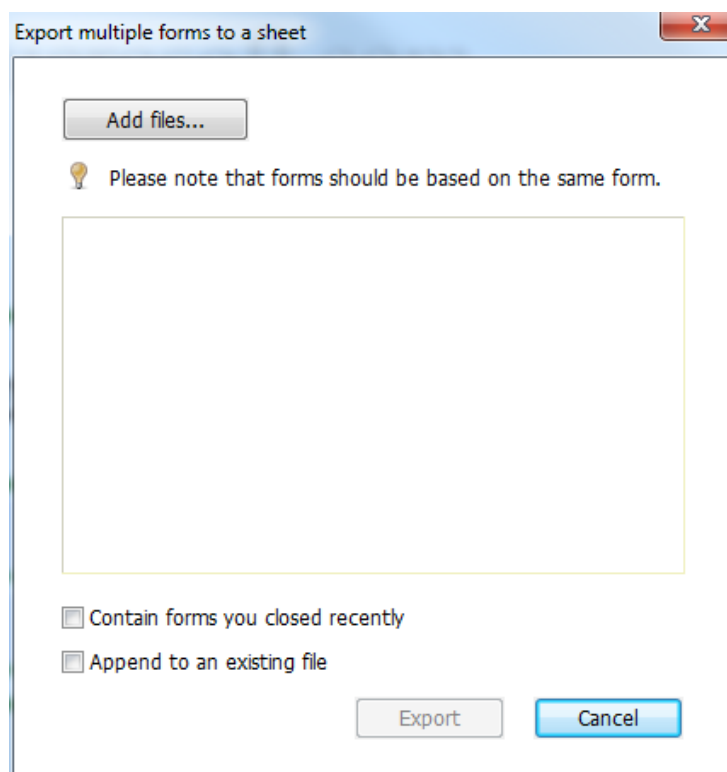
➢ In the **Open** dialog box, select the file to be combined and click **Open** to add it to the current form.
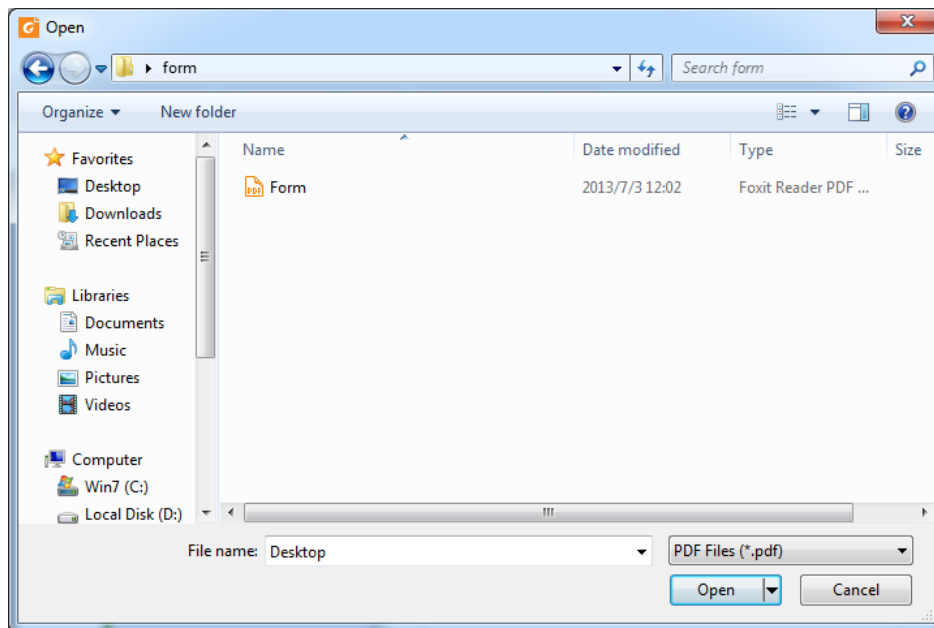
➢ Alternatively, you can check **Contain forms you closed recently** to call out the forms you recently opened, then remove the files you don't want to add, and leave the ones to be combined in the list.
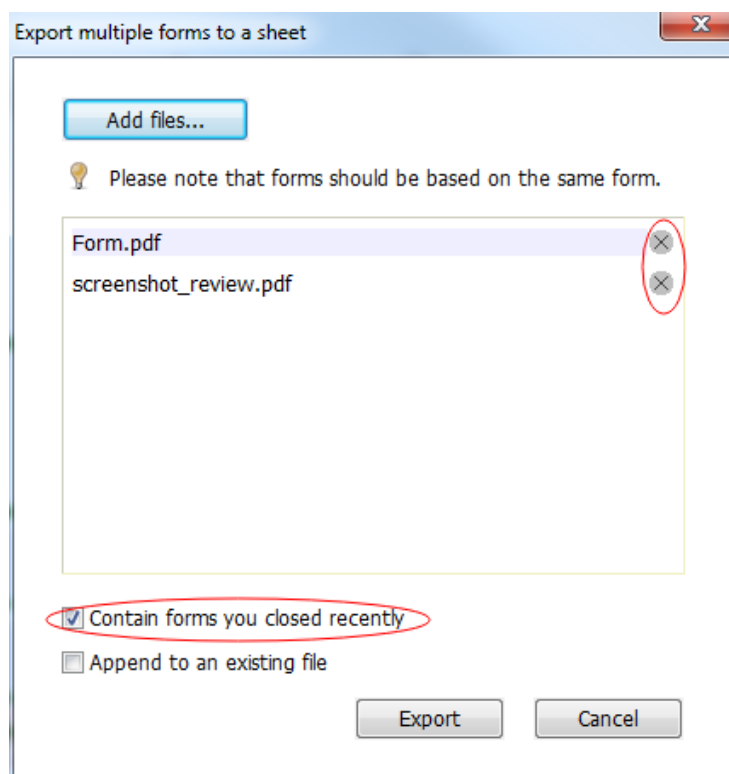
➢ If you want to append the form(s) to an existing file, check **Append to an existing file**.

➢ Click **Export** and save the CSV file in the desired path in the **Save As** dialog box.
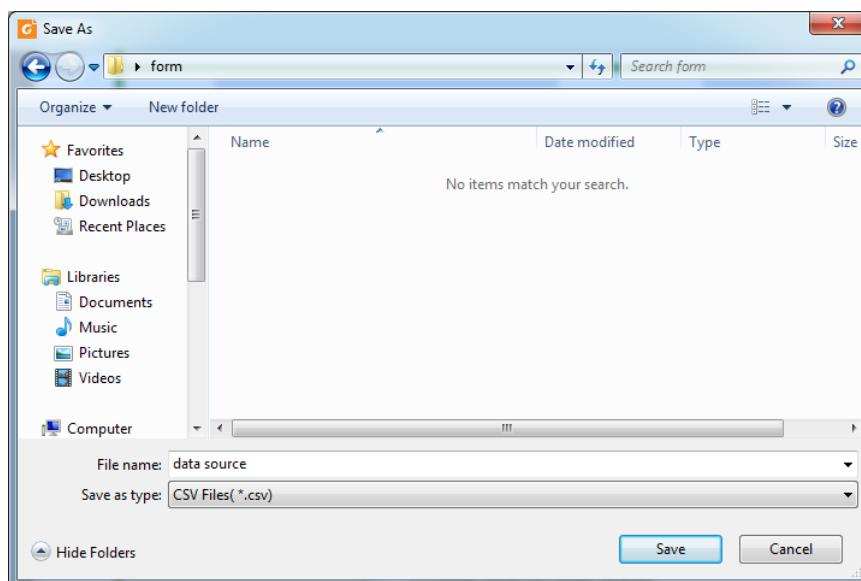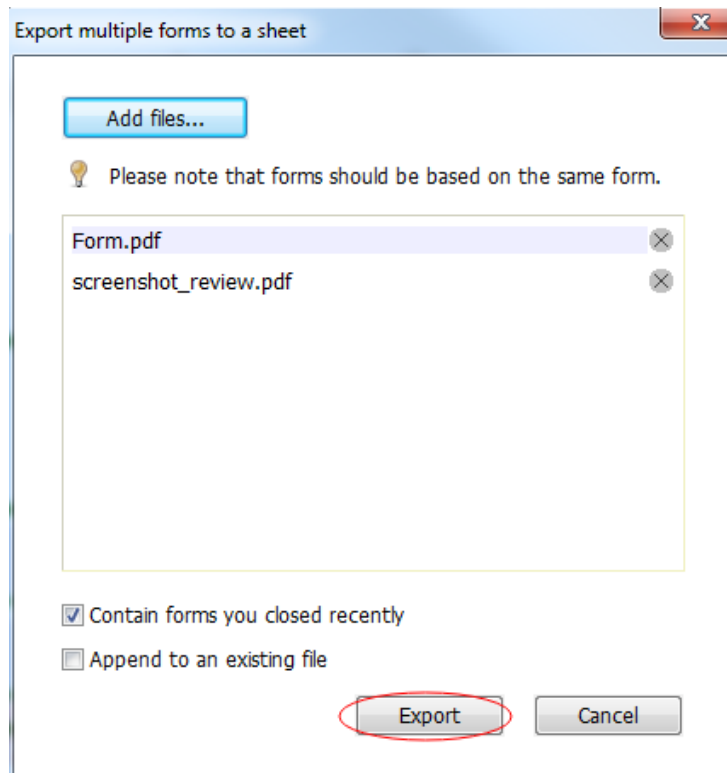
Generate 2D Barcode

For forms integrated with Ultraforms technology, Foxit Reader supports the generation of 2D barcodes, making the form data easily scanned, captured, and incorporated into a database. Steps are as follows:

➢   Open and fill in the form.
➢   Upon completion, click the barcode generation button (if any) on the form file to generate the 2D barcode.

➢ Click the Save button 💾 on the Quick Access Toolbar to save the form.

➢ (If needed) Choose **FILE** > **Print** to print the form, and then use a supported scanner to scan, read, and incorporate the form data.
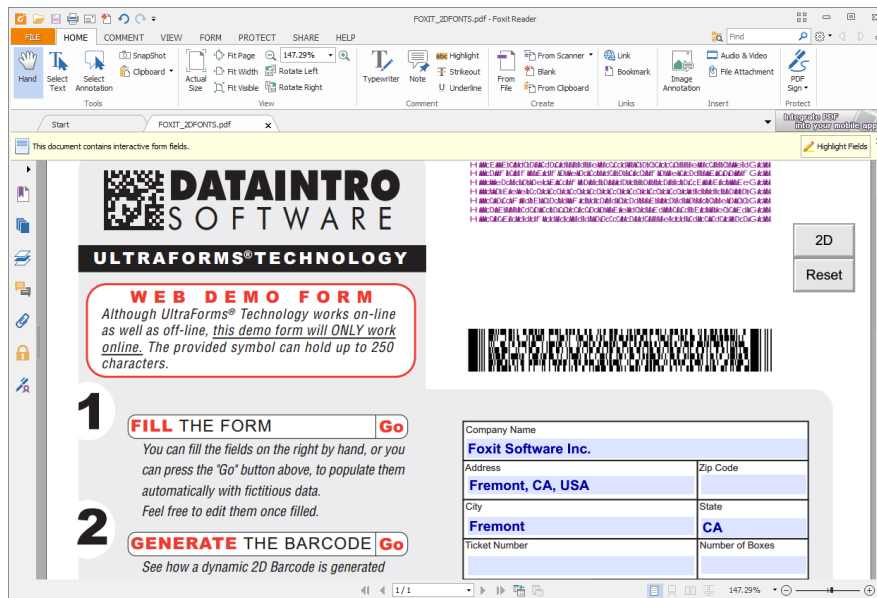
Note:

1. Currently, Foxit Reader only supports the generation of 2D barcode for forms integrated with Ultraforms technology.

2. The triggering method for 2D barcode generation may vary as the form creator may define when integrating Ultraforms technology into the form file. You can click the barcode generation button (if there is any) on the form file, or choose **Print** directly to generate the 2D barcode.

Verify Signatures on XFA Forms

Foxit Reader allows you to verify the signature on XFA forms. Just click the signature on the PDF, and then you can check the signature validation status and properties on the pop-up windows.

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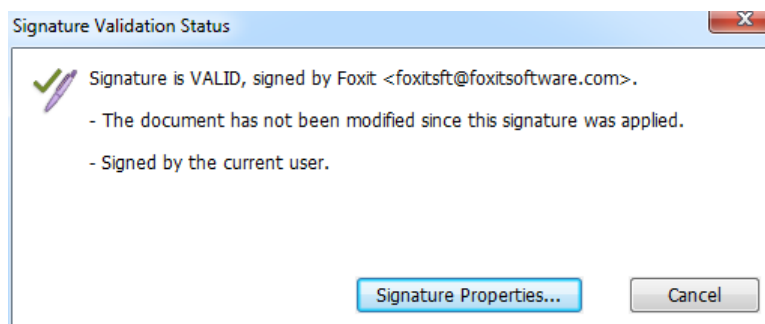
Chapter 8 – Advanced Editing on PDFs

Foxit Reader has brought in some new advanced features for PDF editing. You can even create bookmarks, add links, attach files, add images, play and insert multimedia files, as well as run JavaScript on PDF files.

Creating Bookmarks

Bookmarks are navigational tools that make your PDF files easier to read. They are usually generated automatically during PDF creation. Bookmarks in PDF files provide interactive links to a specific destination. The reader just needs to click on a bookmark to view the page in which the bookmark is linked.

Bookmarks are useful for you to mark a place in a PDF file so that you can return to it with ease. Or you may like to have your own bookmark structure and new bookmark names. Now with Foxit Reader, you can easily nest, edit, or delete bookmarks in a PDF file if the security settings allow.

Adding a Bookmark

1. Go to the page where you want the bookmark to link to. You can also adjust the view settings.

2. Use the Hand tool to create the bookmark:

- To bookmark a portion of a page, adjust the view of the document if necessary, and move the portion into the center of the window.

- To bookmark selected text, use the Select Text tool , right-click the selected text, and choose **Bookmark** or press Ctrl+B.

3. Select the bookmark under which you want to place the new bookmark. If you don't select a bookmark, the new bookmark is automatically added at the end of the bookmark list.
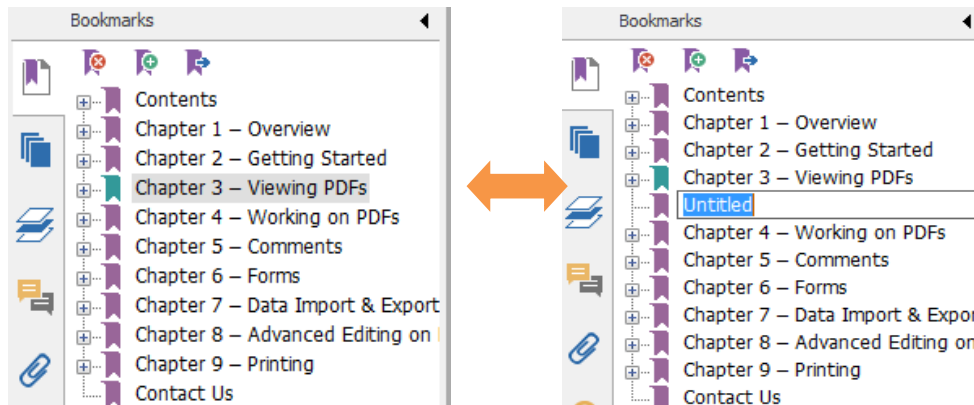
4. Click the **New Bookmark** icon at the top of the Bookmarks panel, or right-click the selected

bookmark, and choose **Add Bookmark**.

5. Type or edit the name of the new bookmark, and press **Enter**.

Moving a Bookmark

Select the bookmark you want to move, and then do one of the following:

- Hold the mouse button down and then drag the bookmark icon directly next to the

   parent bookmark icon. The Line icon shows the place where the icon will be located.

- Right-click the bookmark icon and choose the **Cut** option > right-click the parent

   bookmark, and choose **Paste after Selected Bookmark**.

Note: The bookmark links to its original destination in the document although it has been moved.

Organizing a Bookmark Hierarchy

A bookmark hierarchy is an outline or stratified structure that places some bookmarks within
others. It is an efficient way to display a comprehensive list of bookmarks in a PDF file. In Foxit
Reader, multilevel bookmark hierarchy can be defined by properly dragging the bookmark icon in
the Bookmark Panel.

Nesting a Bookmark

Select the bookmark you want to nest, and then do one of the following:

- Hold the mouse button down and then drag the bookmark icon directly underneath the

   parent bookmark icon. The Line icon shows the place where the icon will be located.

- Right-click the bookmark icon ![bookmark icon] and choose the **Cut** option > right-click the parent bookmark, and choose **Paste under Selected Bookmark**.

Note: The bookmark links to its original destination in the document although it is nested.

Moving a Bookmark out of Nested Position

Select the bookmark you want to move, and then do one of the following:

- Hold the mouse button down and then drag the bookmark icon ![bookmark icon] directly next to the parent bookmark icon. The Line icon ![line icon] shows the place where the icon will be located.

- Right-click the bookmark icon ![bookmark icon] and choose the **Cut** option > right-click the parent bookmark, and choose **Paste after Selected Bookmark**.

Note: The bookmark links to its original destination in the document although it is nested.

Expand or Collapse a Bookmark

- Click the plus sign (+) left to the bookmark icon to expand the bookmarks. Click the minus sign (-) to collapse the list.
- To select the bookmark for the displayed page of the PDF document, click **Expand Current Bookmark** button ![expand icon] at the top of the Bookmarks panel. ***See Also:*** *To expand the current bookmark*.

Editing a Bookmark

In Foxit Reader, you are able to edit, change, or move the bookmarks easily if the security settings allow.

Renaming a Bookmark

Right-click the bookmark you want to rename in the Bookmarks panel > choose **Rename** > type the new bookmark name.

Resetting a Bookmark's Destination

Do the following:

- In the document pane, move to the location you want to specify as the new destination.
- (Optional) Adjust the view magnification.
- Right-click the bookmark, and choose **Set Destination**.

Customizing the Text Appearance of a Bookmark

You can change the font style or color of a bookmark to make it easier to read.

● In the Bookmarks panel, right-click the bookmark > choose **Properties**.
● In the **Bookmark Properties** dialog box, click the **Appearance** tab, and select the font style and color for the text.

Note: After defining a bookmark's appearance, you can set it as bookmarks' default property by right-clicking the bookmark and then selecting the option of Use Current Appearance as New Default.

Adding an Action to a Bookmark

Bookmarks can also perform actions, such as opening a file, executing a menu item, submitting a form, and going to a specific page.

1. Right-click a bookmark, and choose **Properties**.

2. In the **Bookmark Properties** dialog box, click the **Actions** tab.

3. Choose an action from the **Select Action** menu and click **Add**, and then do the following:

● Select Trigger – Specifies the user action that initiates an event: Mouse Up.

● Select Action – Specifies the event that occurs when the user triggers the action: Go to a page view, Open/execute a file, Open a web link, Show/hide a field, Execute a menu item, Submit a form, Reset a form, Import form data, and Run a JavaScript.

   A. Go to a page view – designate to a specific page view. You can jump to a page either in the current PDF or in another PDF. Before setting the position, you may also change the current zoom settings.

   To go to a page view, choose this option, click **the Add** button and do one of the following:

◇ Set the position in current document – scroll the current document, go to a new position where you want to set, and click **Set this position**.
◇ Set the position in another PDF document – click the **Open** button 📁 on the toolbar > select the PDF you want to set position to > scroll this document and go to a position where you want to set > click **Set this position**.

Note: The new PDF document should be opened in the existing window but not a new window.

◇ Change the view magnification -- scroll in the current document or another document > go to a new position where you want to set > change the magnification of the position > click **Set this position**.
◇ Click **Cancel** to revoke your operation.

B.   Open/execute a file – designate to open another file. To do this, please follow the steps below:

✧   Choose **Open/execute a file** > click **Add** > select the destination file and click **Open**.

C.   Open a web link – designate to open a web link. Do the following:

✧   Choose **Open a web link** > click **Add** > enter the URL of the destination web page.

D.   To show/hide a field, select the option > click **Add** > choose to show or hide the selected button when the user triggers the action, and click **OK**.

E.   To execute a menu item, select the option > click **Add** > select one of a menu item in **Menu Item Selection** dialog box, and click **OK**.

F.   To submit a form, select the option > click **Add** > choose the submission method, select Export Format, and decide which fields should be submitted, and click **OK**.

G.   To reset a form, select the option > click **Add** > select the fields that will be reset, and click **OK**.

H.   To import form data, select the option > click **Add** > choose the FDF file that contains the form data you want to import, and click **Open**.

I.   To run a JavaScript, select the option > click **Add** > Enter JavaScript, and click **OK** and **Close**.

● Actions – Displays the list of triggers and actions that you have defined.
● Up and down buttons – Change the order in which the selected action appears listed under the trigger. (Available only when you have defined multiple actions for the same trigger.)
● Edit – Opens a dialog box with specific options for the selected action. You can also double-click the actions to open a dialog box.
● Delete – Removes the selected action.

Deleting a Bookmark

To delete a bookmark, please do one of the following:

● Select the bookmark you want to delete and click the **Delete Bookmark** button ![icon] at the top of the Bookmarks panel.
● Right-click the bookmark you want to delete and choose **Delete**.

Note: Deleting a bookmark deletes all the bookmarks that are subordinate to it.

Adding Links

You may add rectangle or quadrilateral links to a PDF file and specify their destination, which can be a page view, a named destination, an external file, or a web page. Also, you are able to change

the appearance of the link, including the thickness, border style, and color of the lines when you create them. This function helps you to lead the readers to related articles, references, or to the intended web page.

Adding a Link

The Link tool enables you to add a link with the shape of rectangle on the PDFs.

To add a link, please do the following:

● Choose **HOME** > **Links** > **Link** .

● Position the cursor on the place you want to add the link, hold, and drag your mouse button to draw a rectangle.

Tips: To draw a square link, press the **Shift** key when you hold and drag your mouse button.

● Right after you draw a link, a **Create Link** window will pop up, under which you can set the appearance and destination of the link.

➢ *Appearance*

A. Thickness – the thickness of the four sides of the rectangle. The higher of the value, the thicker of the sides. You can choose the thickness from 0-12, while the default is 1.
B. Border Style – the style of the rectangle's border. There are three types of border styles:

Solid: the border is solid, but not hollowed out.
Dashed: the border is drawn as a dashed line.
Underline: the sides are visible except the underline.

Solid Style   **Dashed Style**   **Underline Style**

Three Types of Border Styles

C. Highlight – the effect when you click the rectangle link. There are four types of highlighting effects:

None: doesn't change the appearance of the link.
Invert: changes the link's color to its opposite.
Outline: changes the link's outline color to its opposite.
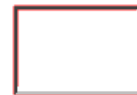*Inset:* creates the appearance of an embossed rectangle.

| None | Invert | Outline | Inset |

Four Types of Highlight

D. Color – the border color of the rectangle. Click the color button to choose any colors you like, or you may choose **Other color**s to add a customized color. The default color is red.
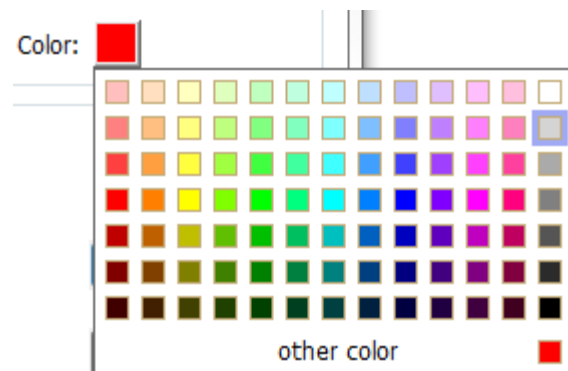
Choose the Color

➢ *Destination*

The destination refers to any point or location, for example, a web page, a named file, or position the link goes to. There are four options for you to choose:

A. Go to a page view – designate the link to a specific page view. You can jump to a page either in the current PDF or in another PDF. Before setting the position, you may also change the current zoom settings.

To go to a page view, choose this option, click the **Next** button, and do one of the following:

✧ Set the position in current document – scroll the current document, go to a new position where you want to set and click **Set this position**.

✧ Set the position in another PDF document – click the **Open** button on the toolbar > select the PDF you want to set position to> scroll this document and go to a position where you want to set > click **Set this position**.

Note: The new PDF document should be opened in the existing window but not a new window.

✧ Change the view magnification -- scroll in the current document or another document > go to a new position where you want to set > change the magnification of the position >

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click **Set this position**.

❖ Click **Cancel** to cancel out of your operation.

B. Go to a named position – designate the link to a named position that has been set by the creator of the current document.

To go to a named position, choose this option and click the **Next** button > select a named position for the pop-up list > click **OK**.

Note: An empty pop-up list indicates that the document's creator has not designated a position.

C. Open/execute a file – designate the link to open another file. To do this, please follow the steps below:

❖ Choose **Open/execute a file** > click **Next** button > select the destination file and click **Open**.

D. Open a web link – designate the link to open a web page. Do the following:

❖ Choose **Open a web link** > click **Next** button > enter the URL of the destination web page or click the drop-down button to select a web site you have opened before.

E. Others (use action property page) – add an action to the link. Please refer to <u>"Adding an action to a bookmark"</u> for more details.

Moving or Resizing a Link

You can move and resize the link after you create it.

● Select one of the link tools or the Select Annotation tool , and then move the pointer over the link so that the handles appear.
● Do one of the following:
    A. To move the link, drag it to the desired area.
    B. To resize the link, drag any corner point to adjust.

Deleting a Link

● Select one of the link tools or the Select Annotation tool , and then move the pointer over the link so that the handles appear.
● Select the link you want to delete.
● Press the **Delete** key.

Attaching Files

You can attach PDF files and other types of files to a PDF. If you move the PDF to a new location, the attachments move with it. Attachments may include links to or from the parent document or to other attachments.

There are two options for you to add an attachment: attaching a file as a comment and attaching a file. An attached file as a comment will appear on the page with the File Attachment icon by default, while the attached file acts invisible and only can be seen when you click the File Attachment icon.

Adding a File as a Comment

Do the following:

- Choose **COMMENT** > **Pin** > **File** .
- Click the place in which you want to attach the file.
- In the **Open** dialog box, select the file you want to attach, and click **Open**.

Note: If you try to attach certain file formats (such as EXE), Foxit Reader will warn you that attempting to attach the file of this type is denied due to your security settings.

- The File Attachment icon will appear at the place you designated it.

Working on the Attachment Comment

You can open the attachment, add a description, move and delete it, and set the preferences.

Opening an Attachment

Select the Hand tool , Select Annotation tool or the Attach a file as comment button , and do the following:

- Double-click the File Attachment icon .
- In **Open File Attachment** dialog box, choose the option as you need, and click **OK**.
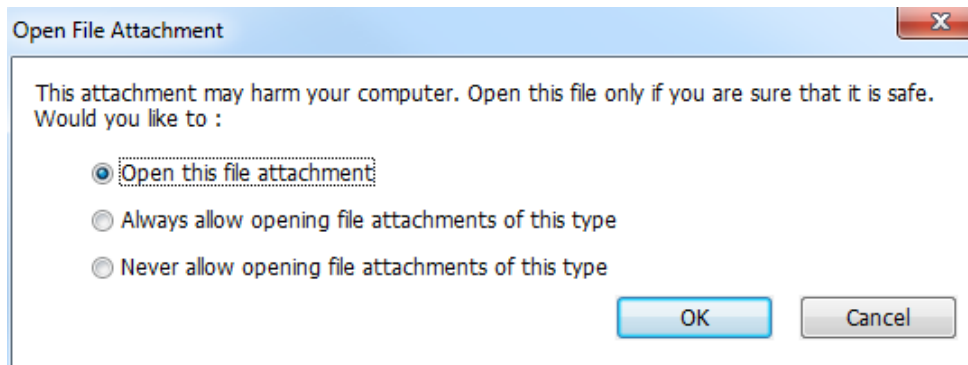
Open File Attachment Dialog Box

A. Open this file attachment – open this file attachment, and the dialog box will always pop up when you double-click the File Attachment icon.

B. Always allow opening file attachments of this type – open this file attachment, and the files of this type will be opened automatically when you double-click the File Attachment icon next time.

C. Never allow opening file attachments of this type – forbid to open the file attachments of this type. Whenever you double-click the File Attachment icon, the files of this type will be forbidden to open and you'll be prompted that the "File attachment of this type cannot be opened because of your security settings".

See also "Doing Security Settings".

● Save the PDF.

Moving a File Attachment Icon

Select the Hand tool , Select Annotation tool , or the Attach a file as comment button , click and drag the File Attachment icon to move it to another place.

Deleting an Attachment Comment

Select the Hand tool , Select Annotation tool , or the Attach a file as comment button , and do one of the following:

● Right-click the File Attachment icon and choose **Delete**.

● Click the File Attachment icon and press **Delete** key.

More Options with an Attachment Comment

You are able to work on the attachment comment just like an ordinary comment, including set statuses, mark with checkmarks, and change the icon's appearance. For more information, please refer to "Chapter 5 – Comments".

Adding a File

Do the following:

- Choose **VIEW** > **View Setting** > **Navigation Panels** > **Attachment** to open the Attachments panel and then click the ⊞ icon.
- In the **File Attachment** dialog box, click **Add Files** > **Add Files** or **Add Folder**.

  ➢ If you choose **Add File**, select a file and click **Open** in the **Open** dialog box.
  ➢ If you choose **Add Folder**, select a folder and click **OK** in **Browse for Folder** dialog box.

- Click **OK** in **File Attachment** dialog box and the selected file (s) will be added to the current PDF document.
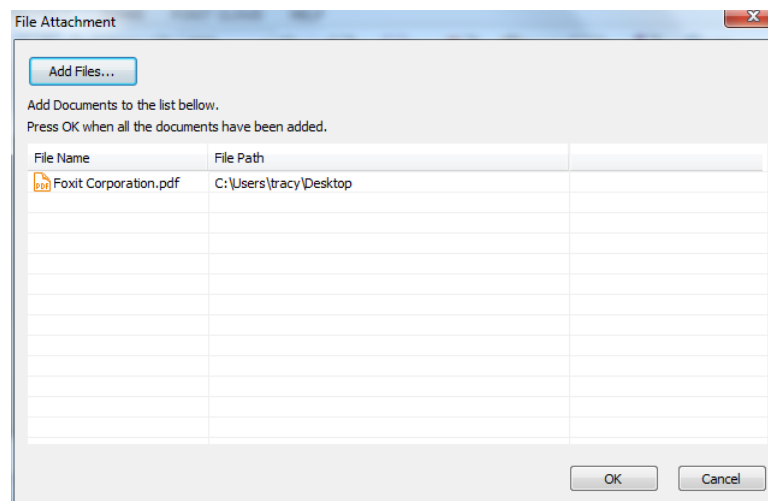
- Click **Save** to save the document.

Alternatively, Foxit Reader supports attaching files by dragging and dropping. Steps are as follows:

- Choose **VIEW** > **View Setting** > **Navigation Panels** > **Attachment** to open the Attachment panel.
- Drag and drop the files to be attached to the Attachment panel. You can also drag and drop folders to the attachment panel to add multiple files to the current PDF file.
- Foxit Reader will pop up a window to ask you to attach the selected file to the current PDF document. Click **OK** to complete the operation. You can check the **Always attach file when dragging files to the attachment panel** option and the next time you drag and drop a file to the Attachment panel, the file will be directly attached.
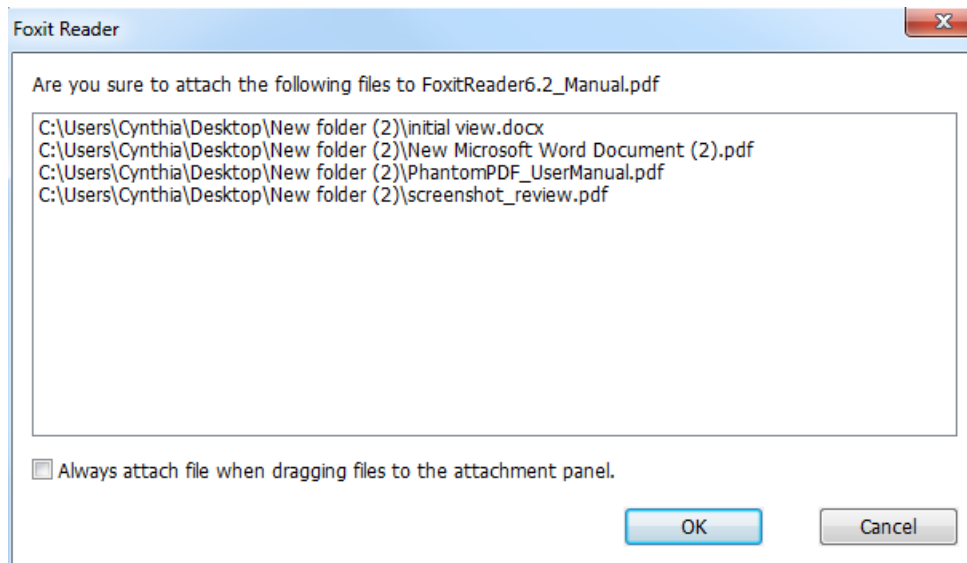
Working on the Attachments

You can open, save, delete, and edit the settings of the attachments.
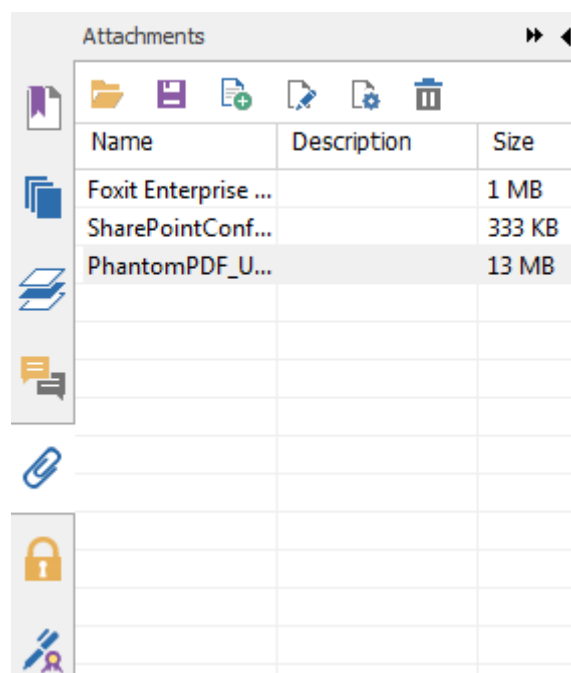
The Attachments Panel

In the Attachments panel, there are a number of options as follows:

Open ![open icon] – opens the attachment you select.

Save ![save icon] – saves the attachment you select to a new file.

Add ![add icon] – adds a file or folder to the current PDF.

Edit Description ![edit icon] – edits the description to the attachment you select.

Settings 📝 – changes the security settings when you open an attachment. For the details, please refer to "Doing security settings".

Delete 🗑 – deletes the attachment you select.

Opening an Attached File

- Choose **VIEW** > **View Setting** > **Navigation Panels** > **Attachment** to open the Attachments panel.
- Select one of the attachments > click the **Open** button 📁 in the Attachments panel.

  Note: Only one attachment can be chosen at a time.

Saving an Attached File

This option lets you save the attachment as a new file.

- Choose **VIEW** > **View Setting** > **Navigation Panels** > **Attachment** to open the Attachments panel.
- Select one of the attachments > click the **Save** button 💾.
- Navigate the filename and location > click **Save**.

Deleting an Attached File

- Choose **VIEW** > **View Setting** > **Navigation Panels** > **Attachment** to open the Attachments panel.

- Select one of the attachments > click the **Delete** button 🗑.

Doing Security Settings

To change the security settings you have set when you open the attachment file as a comment, choose **VIEW** > **View Setting** > **Navigation Panels** > **Attachment** to open the Attachments panel. Click the **Settings** button in the Attachment panel and do one of the following:

- To add a new extension, click the **Add** button to input the file extension in the **Security Settings** dialog box.
- To delete an extension, click one of the existing extensions, and click the **Delete** button.

Adding Images

You can specify a rectangle on any part of a PDF page and then insert an image into that rectangle. This feature is helpful when you want to explain or show something more dynamically. For example,

a section of an article you are reading needs an explanation, and you realize that maybe an image will be the best answer. You can add an image with the image tool in Foxit Reader.

Adding an Image

You can add an image to a PDF with the Image tool⬚ . After you insert a new image, you can adjust its size and position, change the appearance and other settings.

To add an image, do the following:

● Choose **HOME** > **Insert** > **Image Annotation**⬚ .
● Drag a rectangle on the page to define the canvas area for the image.
● In the **Add Image** dialog box, click the **Browse** button to select the image that you want to insert and click the **Open** button. You will see the URL of this image has been added to the Location field.
● (Optional) If you find that you chose the wrong image, click the **Browse** button again to select the correct one.
● Click the **Advanced** button to edit the settings of the image.
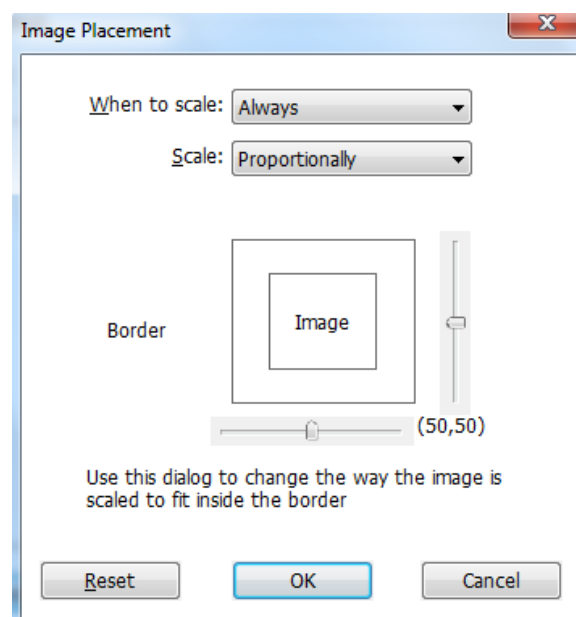
Image Placement Dialog Box

A. When to scale – choose when to scale the image you insert. There are four options:
   a) Always: scale the image to fit the rectangle you draw.
   b) Icon is too big: zoom out the image to fit the rectangle if the former one is bigger than the latter one, or show the image with its original size.
   c) Icon is too small: zoom in the image to fit the rectangle if the former one is smaller than the latter one, or show the image with its original size.
   d) Never: never scale the images. Show the image with its original size all the time.

B. Scale – choose to scale the image non-proportionally or proportionally. This option will be disabled when you select **Never** in the field of **When to scale**.

   a) Non-proportionally: scale the image to fit the rectangle when the magnification is changed.

   b) Proportionally: scale the image by its proportions.

C. Border – drag and move the scroll bar to change the image's position in the rectangle. The coordinates change when you move the scroll bar.

- Click **OK** for your changes to take effect, or click **Reset** to reset the data to the original settings.
- To rotate the image, click and select one of the options.
- Click **OK**.

Moving and Resizing an Image

You can move and resize an image after inserting.

Moving an Image

- Select the Select Annotation tool ⬚ or the Image Annotation tool 📑, put the pointer over the image so that the handle appears.
- Click and drag the image to another place you like.

Resizing an Image

- Select the Select Annotation tool ⬚ or the Image Annotation tool 📑, put the pointer over the image so that the handle appears, and then click the image.
- Place the cursor on any corner point. Pointer changes into the cursor showing the direction at which the rectangle will be resized.
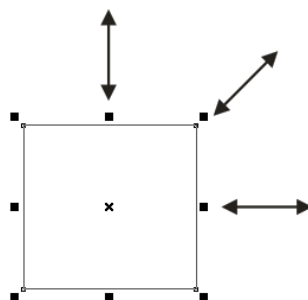
<p align="center" style="color:orange">To Resize the Image</p>

- Dragging the cursor outside will increase the size of the rectangle proportionally. Drag the cursor inside, and it will decrease the size of the rectangle proportionally.

Setting Properties of an Image

● Double-click the image, or right-click it, and select **Properties**.
● In the **Settings** tab, follow the steps in "Adding an Image".
● In the **Appearance** tab, do any of the following:

   A. Annotation is hidden from view – Check the option to make the image you inserted invisible or uncheck the option to lay the image over the content of PDF.

   B. Border – Change the type, width, style and color of the rectangle's border.

   Width: choose to show the rectangle's border or not, as well as the width of the border. If No border is selected, the **Style** and **Color** will be disabled.
   Style: choose the style of the border line, solid or dashed.
   Color: change the color of the border. Click the color button to select any color you like, or click **Other colors** to choose a customized color.

● (Optional) Check **Locked** to avoid modifying your settings.

Deleting an Image

● Select the Select Annotation tool or the Image Annotation tool , put the pointer over the image so that the handle appears.
● Right-click the image and choose **Delete** from the drop-down window.

Working with Multiple Images

Selecting Multiple Images

● Select the Select Annotation tool or the Image Annotation tool .
● Press and hold Shift or Ctrl and click the images you want to edit.

Arranging Images

You can align the selected images left, right, top, bottom, vertically, or horizontally. Select one of the images as the anchor, and the rest of the images will be placed respectively to the left edge, right edge, top edge, bottom edge, vertical axis or horizontal axis of the anchor image.

1. Arranging images through ARRANGE context tab

● Select the Select Annotation tool or the Image tool .

- Click the image, and then the **ARRANGE** context tab will be called out.
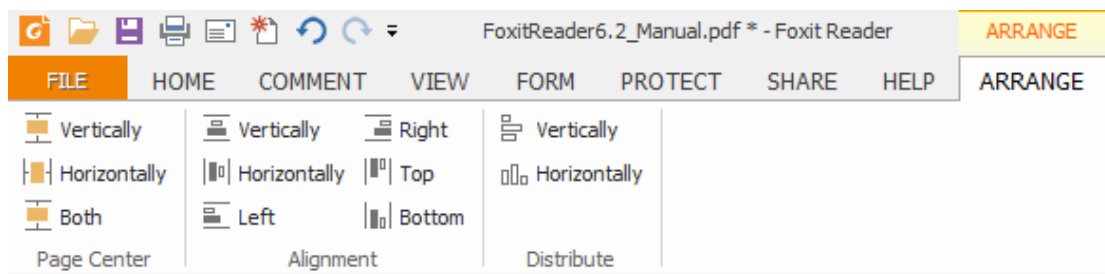
- Follow the steps specified in <u>"Arrange measurement markups through **ARRANGE** context tab"</u>.

2. Arranging images via the context menu

- Select the Select Annotation tool or the Image Annotation tool , and choose the images that you want to arrange.
- To align the images based on an anchor object:

  ➢ Right-click the anchor, and then choose a command in the **Align** menu as follows:
  A. To align a column of images, choose **Left**, **Right**, or **Vertically** to align them respectively to the left edge, right edge, or vertical axis of the anchor image.
  B. To align a row of images, choose **Top**, **Bottom**, or **Horizontally** to align them respectively to the top edge, bottom edge, or horizontal axis of the anchor image.

Note: The align menu commands move the other selected images to line up with the edges of the anchor image.

Below is an example:
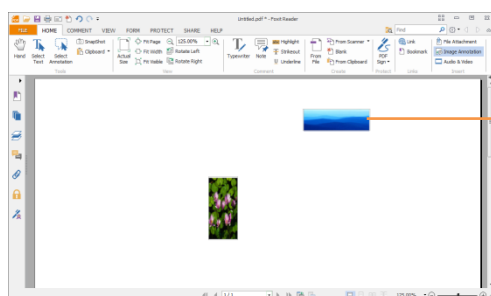
A. Suppose that you want to set A as the anchor image.
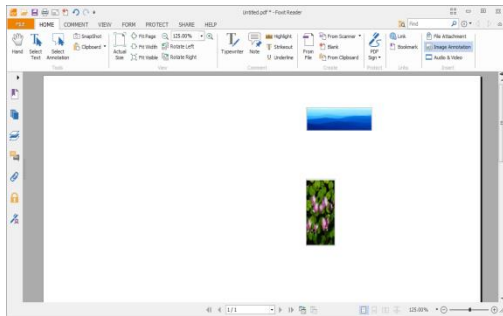
B. Select these two images > right-

click A and choose **Align** > **Left**. You will see the other image placed to the left edge of A.

● To center the images:

> ➢ To center the images vertically on a page, choose **Center** > **Vertically**.
> ➢ To center the images horizontally on a page, choose **Center** > **Horizontally**.
> ➢ To center the images vertically and horizontally on a page, choose **Center** > **Both**.

Below is an example:
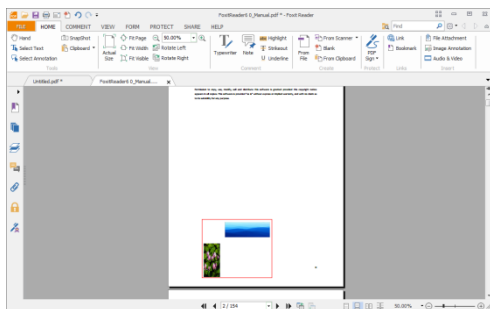
A. Select two images. You can see these two images consist of an area with the shape of a rectangle (marked with red).
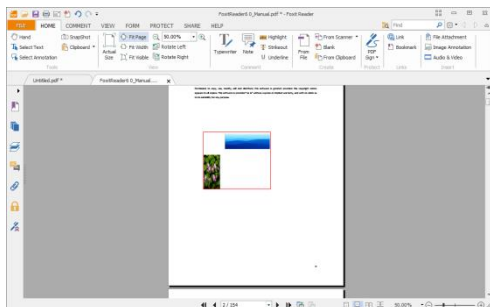
B. Right-click one of the images > **Center** > **Vertically**. You will find that the red rectangle is aligned vertically on the page.

● To distribute images:

This function will be available when selecting three or more images.

➢ To distribute the images evenly between the topmost and bottommost images, choose **Distribute** > **Vertically**.

➢ To distribute the images evenly between the leftmost and rightmost images, choose **Distribute** > **Horizontally**.

Below is an example:
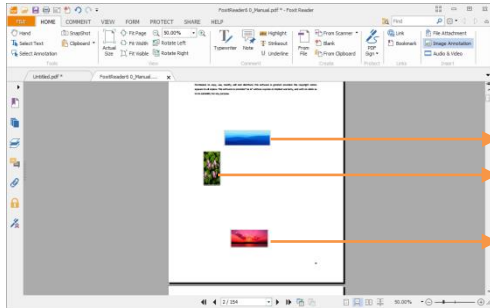
A. Select three images A, B and C.

A is the topmost image and C is the bottommost image.
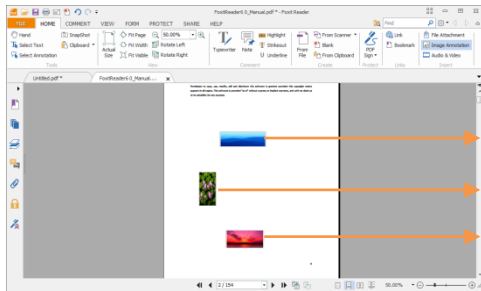
B. Right-click any one of the images > **Distribute** > **Vertically**. And you will see that B is distributed evenly between A and C.

Resizing Images

You can adjust multiple images with the same height, width, or both. Select one of the images as the anchor, and the rest of the images will be resized with the same height or width as that of the anchor image.

Below is an example:
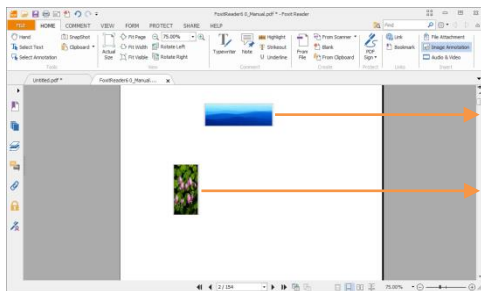
A. Select images A and B. Suppose that you want to set A as the anchor image.
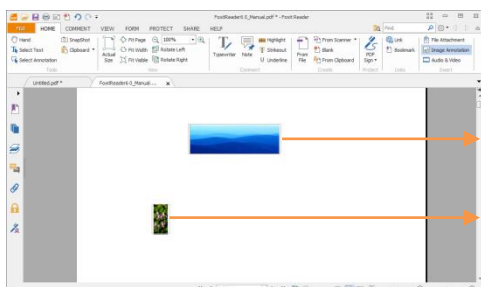
B. Right-click A > Size > Height. And you will see that the height of B is resized to be the same as that of A.

Setting Properties of Multiple Images

- Select multiple images > right-click one of them > **Properties**.
- A dialog pops up with an Appearance tab. Follow the steps specified in "Setting Properties of an Image".

Adding Audio & Video

Foxit Reader not only supports playing multimedia in PDFs, but also allows users to add and edit multimedia files to a PDF. In Foxit Reader, you can add movies and sounds to PDFs.

The Audio & Video tool in Foxit Reader adds movies and sounds to your PDF documents and creates a multimedia PDF experience. Adding movies or sounds to PDFs is as easy as inserting an image. "Movies" are desktop video files with formats such as AVI, QuickTime, and MPEG, and file extensions such as .avi, .wmv, .mov, .qt, .mpg, and .mpeg. An animated GIF file always has a .gif file extension, while "Sounds" are midis, wavs, and mp3 files.

You can also provide different renditions of the movie to play if the user settings vary. For example, you may want to include a low-resolution rendition for users with slow Internet connections.

Note: If an alert message tells you that no media handler is available, you must install the appropriate player before you can add clips to the PDF. For example, you must install QuickTime if you want to embed an MOV file in a PDF.

Adding Movies or Sounds

1. Choose **HOME** > **Insert** > **Audio & Video** Audio & Video .

2. Press and hold mouse button down, drag to select an area on the page where you want the movie or sound to appear. For movies, the play area is the exact size of the movie frame.

3. In the pop-up **Add Video & Audio** dialog box, you will see some options listed below:

- Location: click the **Browse** button to select the movie file you want to insert.
- Content Type: the type of the media you insert. It is selected automatically. But you can also specify the clip type if you want. Please note that changing the Content Type setting may cause problems in playing the media.
- Embed content in document: includes the media file into the PDF file. This option will increase the file size of the PDF. It is selected by default. If the check box is cleared, you will not be able to play it if you open this PDF file on other computers.
- Poster Settings: choose whether to display an image in the play area when the movie isn't playing. You can choose to use no poster or to create a poster from an image file.

Editing the Play Area

After adding a movie or a sound clip, you can move, resize, or delete the play area easily.

● Choose the Select Annotation tool or the Audio & Video tool . Click the play area to select it.

● To move the clip, hold down the left mouse button, and drag the clip to a new location on the page.

● To resize the clip, place the cursor on any corner point. When the pointer changes into the cursor showing the direction of which the rectangle will be resized, drag one of the corners of the frame to the intended size. Holding down the **Shift** key retains the movie clip's proportions.

● To delete the clip, simply select it and press **Delete**, or right-click the clip and choose Delete.

● To align, center, distribute, or size multiple clips, please refer to "Working with multiple images".

Setting Audio &Video Properties

In Foxit Reader, you can specify properties for the multimedia files you add, such as the appearance of a movie's play area, whether the movie plays once or continuously, and other player settings.

To set Audio &Video properties, please do the following:

● Select the Audio & Video tool or the Select Annotation tool .

● Double-click the play area or right-click the play area > **Properties**.

The pop-up **Audio & Video Properties** dialog box has a **Settings** tab, an **Appearance** tab and an **Actions** tab. Also, there are two items on every tab:

➢ Locked – Check to prevent any further changes to any audio & video properties.

➢ Close – Applies and saves the current properties, and closes the **Audio & Video Properties** dialog box.

*Note: If you select **Locked** on any tab, it will lock all options for this video & audio file, and not just only the options on that tab.*

1. Settings tab for the Video & Audio Properties

The **Settings** tab in **Audio & Video Properties** contains the following options:

● **Annotation Title** -- Enter the title of the movie or sound in the Annotation Title box. This title does not determine which media file is played.

● **Alternate Text** -- Enter a description of the media file in the Alternate Text box.

● **Renditions** – Allows you to create alternate or other renditions to ensure that users can play

the movie or sound clip on their systems.

A. List Renditions for Event -- You can assign different renditions to different actions but Mouse Up is chosen by default. Mouse Up means that when the mouse button is clicked and released, the rendition is played.

B. Add Rendition – There are three ways for you to choose:
Use a File: Double-click the file you want to add to the rendition list. The content type is selected automatically.
Use a URL: Type the URL and select the content type.
By Copying an Existing Rendition: Select the rendition you want to copy.

C. Edit Rendition – When clicking the Edit Rendition button, the **Rendition Settings** dialog box appears, which allows you to specify the playback location and other settings to differentiate it from other renditions.

Media Settings -- Specifies the general properties for the movie or sound clip:

- **Rendition Name:** Enter the name for the rendition, which will appear in the list of renditions. (This name does not determine which media file is played.)
- **Media Clip Location:** Specify the clip by typing or navigating to it.
- **Content Type**: This will be selected automatically when you specify the clip location. Changing the Content Type setting may cause problems in playing the media.
- **Embed content in document:** Includes the media file into the PDF file. This option will increase the file size of the PDF. It is selected by default. If the check box is cleared, you will not be able to play it if you open this PDF file on other computers.
- **Rendition Alternate Text:** Type a description of the rendition.
- **Allow Temp File:** Specify whether writing a temp file is allowed and when. Some media players write a temp file when they play a movie or sound clip. If you want to prevent users from easily copying the media content in a secure document, you may want to disallow the creation of temp files. However, selecting this setting may prevent the movie from being played by media players that require the use of temp files.

Playback Settings – Use this tab to determine how the movie or sound clip is played.

- **Keep Player Open:** Select whether you want the player to close after it plays the movie or sound clip.
- **Volume:** Lets you specify how loud the movie will be played.
- **Show Player Controls:** Select to display a controller bar at the bottom of the play area allowing users to stop, pause, or play the media, assuming the media player supports player controls.
- **Repeat:** Lets you replay a clip twice or multiple times, or continuously.
- **Player List:** Click **Add** to specify a player and the settings that are required, preferred, or disallowed to play the movie or sound clip. Select the name of the player and the status. If

you set the status of more than one player to Required, only one of the required players may be used to play the rendition. If you set the status of players to Preferred, these players are selected over nonpreferred players (but not over required players). If you set the status of players to Disallowed, they are not used to play the rendition.

- **Add/Edit/Delete button:** Allows you to add a new player, as well as edit or delete the selected player in the Player List.

Playback Location– Determines whether a movie or sound clip is played in the PDF, remains hidden while played (recommended for sound clips), is played in a floating window, or is played full screen. The options for Floating Window Settings are unavailable except when you choose Floating Window.

- **Playback Location:** Selects the location for playing a movie or sound clip.
- **Background Color:** Selects the background color for the media player.
- **Show title bar:** Selects to show or hide title bar when playing the media in a floating window.
- **Show control closing window:** Selects to show or hide the close button at the top right corner in a floating window.
- **Title Text:** Adds a title for the media that will be showed on the title bar when playing the media in a floating window.
- **Resize:** Allow or forbid users to resize the floating window. There are three options for you to choose: Don't allow user to resize window, Allow user to resize window but maintain original aspect ratio, or Allow user to resize window.
- **Window Position:** The window position of the media file is determined relative to the document window, application window, the virtual desktop, or document monitor.
- **Width/Height:** Specifies the width and height of the floating window.
- **If Window is Offscreen:** Selects to play or not play, or move the window onto the screen to play the media file if the floating window is offscreen.

2. Appearance tab for the Audio & Video Properties

In the **Appearance** tab, do any of the following:

- **Annotation is hidden from view** – Check this option to make the media file you inserted invisible or uncheck the option to place the media file over the content in the PDF.

- **Border** – Change the width, style, and color of the media file's border.

    A. Width -- Choose the width of the border.
    B. Style -- Choose the style of the border line, solid or dashed.
    C. Color -- Change the color of the border. Click the color button to select any color you like, or select **Other colors** to choose a customized color.
    D. Change Poster – Choose to use no poster or a specified poster for the media file.

3. Actions tab for the Audio & Video Properties

Please refer to "Adding an Action to a Bookmark".

Chapter 9 – Printing

Printing is a process for reproducing text and images. When you have finished reading a helpful article or designing a PDF form, you may need to send it to an inkjet or laser printer and print it out with custom page sizes. With this section, you can get the help to set preferences in the Print dialog box to ensure that the finished document appears as intended.

Printing a PDF Document

1. Make sure you have installed the printer successfully.

2. Click the **Print** button on toolbar, or choose **Print** from the **FILE** page.

3. Specify the printer or plotter, page range, number of copies, and other options.
4. Click **OK** to Print.

Printing a Portion of a Page

To print a portion of a page, you need to refer to the SnapShot tool .

- Choose **HOME** > **Tools** > **SnapShot** .
- Drag around the area you want to print.
- Right-click in the selected area > choose **Print**, and then refer to the **Print** dialog.

Printing PDFs in Black and White Color

Foxit Reader allows users to print PDFs in black and white color. Steps are as follows:

- Choose **FILE** > **Print** to open **Print** dialog.
- Click **Properties** to open Foxit Reader PDF Printer Properties.
- Select **Black & White** from the drop-down list of **Color** options.
- Click **OK** to save your settings, and then the PDFs will be printed in black & white mode.
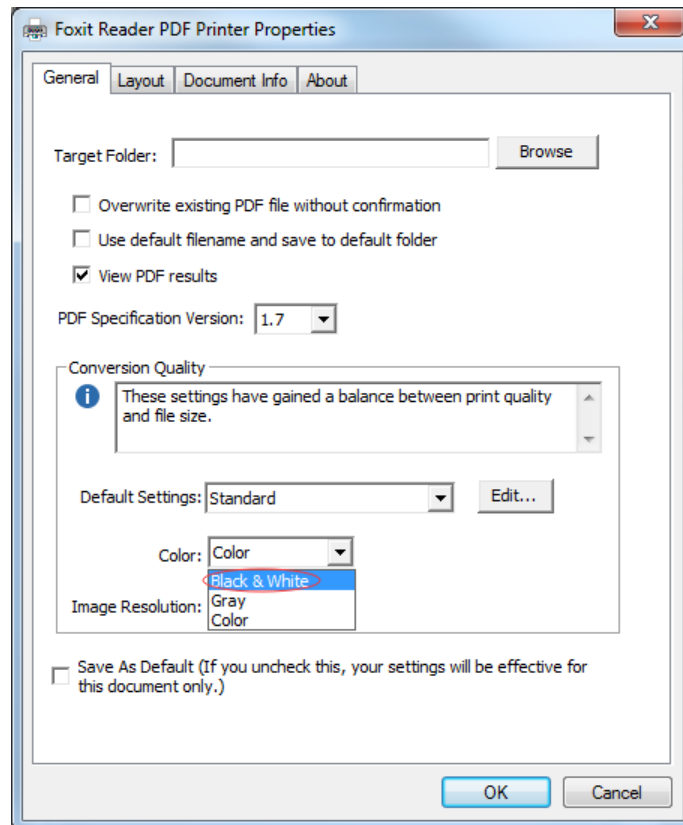
Print Optimization

Print Optimization allows you to optimize print jobs from a PCL driver, for features such as font substitution or scanning for vertical and horizontal rules. Foxit Reader provides an option to auto-detect printers that support PCL optimization, to improve printing speed. To enable print optimization, please follow the steps below:

- Choose **FILE** > **Print** to open **Print** dialog.
- Click **Advanced** on the left lower corner of the **Print** dialog.
- In the **Advanced** dialog, do the following:
  - ➢ Check **PCL Optimization** option;
  - ➢ Select a printer from the Printers list, and click **Add** to add the selected printer to the PCL Optimization Drivers list.
  - ➢ Click **OK**.

Then you can begin printing with the optimized driver. And you can also remove the printer from the PCL Optimization Drivers list if you are not satisfied with the printing results it delivers. Just select the driver to be removed from the PCL Optimization Drivers list, click **Remove** and then choose **OK** to confirm the operation.
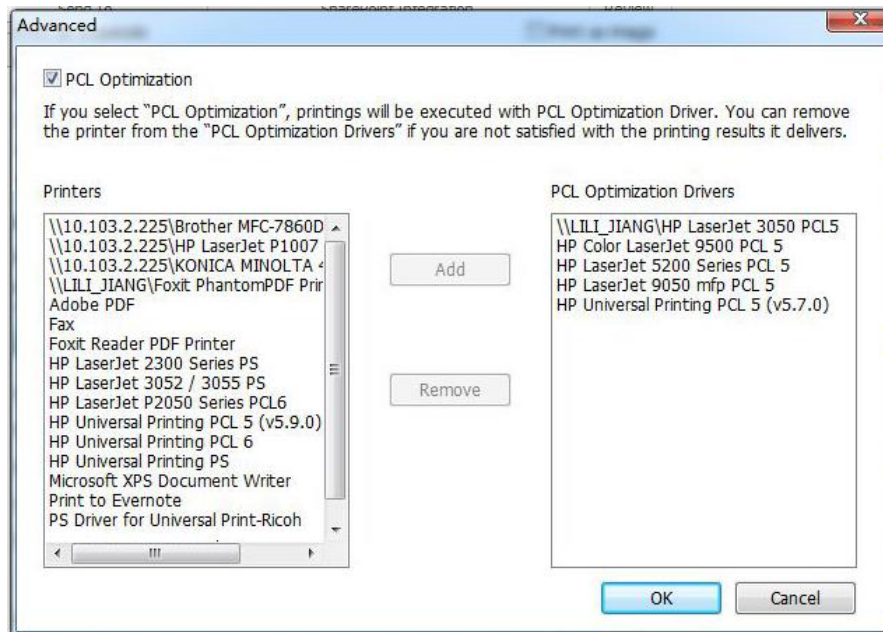
Print Dialog

The Print dialog is the final step before printing. You can modify the printer in this dialog as well. Be aware that changing the printer may affect the page setup if the new selected printer has a different paper size, for instance.

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

To open the **Print** dialog box, choose **FILE** > **Print** or right-click the tab and select **Print Current Tab** if using Multi-Tab browsing.
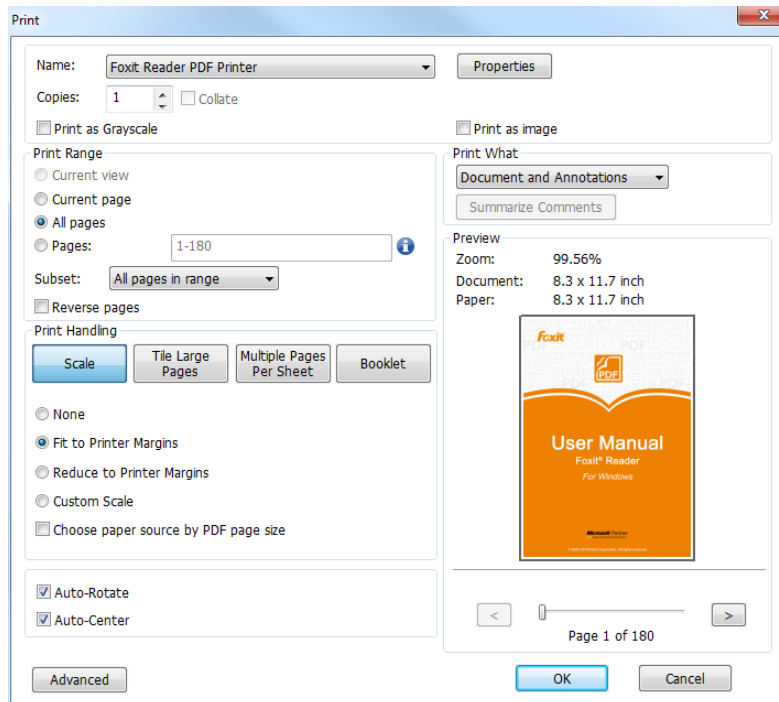
The Print Dialog Box

- Name -- You can select your printer from the list of installed printers. To configure advanced options of the printer, click on the **Properties** button. This will display specific printer options.

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

   All pages– Prints all pages of a PDF document.
   Current view – Prints the page area (including text, comments, images, tables, or a combination of all of them) that is visible in the current view.
   Current page – Prints the page that is visible in the current view.
   Pages – Specifies the range of pages to print separate pages in the PDF. Enter page numbers and/or page ranges separated by commas. For example, 1,3,7-10.

- Subset – Provides options for setting noncontiguous page ranges.

   All Pages in range – Prints all the pages within the specified range.
   Odd pages only – Prints only pages with odd numbers within the specified range.
   Even pages only – Prints only pages with even numbers within the specified range.

Note: This option is especially helpful for two-side printing.

- Reverse pages – Prints pages in reverse order. If page ranges are entered, the pages print opposite of the order in which they were entered. For example, if you select to print the document from page 5 to page 30, selecting the Reverse pages option will print from page 30 to page 5.

● Copies – Sets the number of copies you want to print.

● Collate – Assembles the printouts in a proper numerical or logical order when printing several copies. This option will be disabled when printing just one copy.

● Scale – Sets the scaling during printing, including the following five options:

  A. None: Prints the pages without scaling.
  B. Fit to Printer Margins: Scales small pages up and large pages down to fit the paper.
  C. Reduce to Printer Margins: Reduces large pages to fit the paper.
  D. Custom Scale: Resizes the pages by the percentage you specify.
  E. Choose paper source by PDF page size: Automatically chooses paper source according to PDF page size.

● Tile Large Pages: To tile the pages which are larger than the selected paper size at a specified scale.

  A. Page Zoom: Scales the pages by the percentage you specify.
  B. Overlap: Sets the amount that each tile overlaps the adjacent tiles (unit: inch).
  C. Cut Marks: Adds cut marks to each page to help you trim the overlap.
  D. Labels: Adds the name of the document and page number on each tile.

● Multiple Pages Per Sheet: Allows you to print multiple pages in one sheet.

  A. Pages per sheet: Choose a predefined number of pages or custom the number of pages to be printed in one sheet. If you select a predefined one from the drop-down menu, Foxit Reader will automatically select the best paper orientation; otherwise, Foxit Reader will let you define the properties as required.
  B. Page Order: Defines how the pages are ordered on the paper, including Horizontal, Horizontal Reversed, Vertical and Vertical Reversed.
  C. Margins: Sets the margins for printing.
  D. Print Page Border: Check this option to print pages with a page border.

● Booklet: Allows you to print PDFs in booklet format.

  A. Binding: Sets the binding direction, including Left and Right.
  B. Booklet subset: Choose Front or Back if you only want to print one side of each sheet of paper, choose Both to print PDFs in double-sided booklet format.
  C. Margins: Sets the margins for booklet printing.

● Auto-Rotate – Adjusts the PDF document's orientation to match the orientation specified in the printer properties.

● Auto-Center – Places the PDF pages in the center.

- Print What – Specifies to print documents only, annotations only, or both.

  Document – Prints the document contents without annotations.
  Document and Annotations – Prints document contents and annotations.
  Annotations – Prints annotations only.

- Preview -- Foxit Reader provides an instant preview in 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 in Preview.

*Tip: To change the unit of page dimensions, please go to **FILE** > **Preferences** > **Documents** > **Measurement Units***.

- Print as image—To print the PDF document as an image.
- Print as Grayscale – To print the PDF document with color images, texts, or other objects as shades of gray.

  For example, RGB or CMYK image-only PDFs, in particular, can be quite large. Converting these PDFs to grayscale can reduce the size of the file and increase the printing speed.
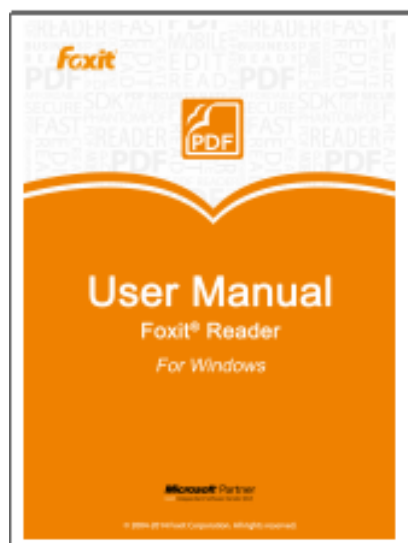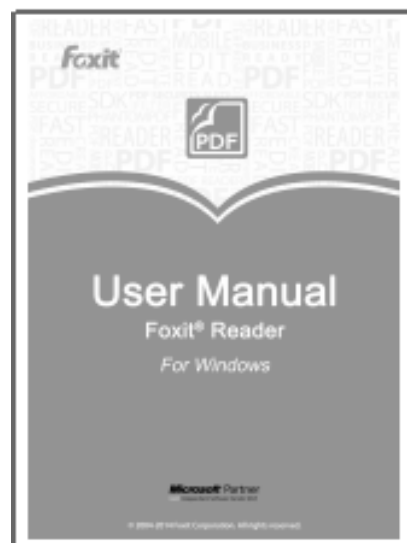
Print as normal   *Print as Grayscale*

- Advanced—To set PCL Optimization to get optimized printing jobs. For more details, please refer to Print Optimization.

Setting Foxit Reader PDF Printer Properties

Before you create a PDF file, you may wish to access PDF Printing Preferences to set up options for your PDF files. There are two ways to access PDF Printing Preferences:

1. Accessing the PDF printing Preferences from the Control Panel:

- Go to **Start** > **Settings** > **Control Panel** > **Devices and Printers** > **Printers and Faxes**.
- Right-click on the Foxit Reader PDF Printer and then select **Printing Preferences**.

2. Accessing the PDF Printing Preferences from the **Print** dialog box.

- When you print a file and open the Print dialog box, simply click on the **Properties** button, and you can bring up the PDF Printing Preferences.

General tab

- **Target Folder** - allows you to assign a destination folder to place the generated PDF files.
- **Overwrite existing PDF file without confirmation** – automatically replace the existing PDF file that shares the same filename with the converted file.
- **Use default filename and save to default folder –** If you don't want to change the original filename, just check this option and the generated PDF file will be automatically saved to the default folder you have assigned.
- **View PDF results** – By default, this option is checked, the generated PDF file will automatically open after conversion.
- **PDF Specification Version** – With Foxit Reader, you can choose the PDF reference version from 1.3 to 1.7 when creating PDFs. Choosing the right PDF reference version can help the PDFs you created be more compatible with different PDF viewers.
- **Conversion Quality**
  - ➢ **Default Settings** – chooses a type of conversion quality as the default setting.
    - ✧ **High Quality Print**: creates PDF files for high quality print but with relatively large file sizes.
    - ✧ **PDF/A-1b**: creates PDF files in compliance with PDF/A-1b standard.
    - ✧ **Smallest File Size**: creates PDF files used for web distribution.
    - ✧ **Standard**: creates PDF files with a balance between print quality and file size.
    Click the **Edit** button to modify the conversion quality and save the modified settings as a new printing setting, which will be added to the **Default settings** list.
  - ➢ **Color** – Prints content in a color PDF file to shades of gray, in colors, or only in black and white colors.
  - ➢ **Image Resolution** – Allows you to input a DPI (dot per inch) level for image resolution. The valid level value is between 72 -2400.
- **Save As Default** - If you want all your settings to be applied to all documents, you must keep this option checked. If you uncheck it, your settings will be effective for the current document only.

Layout tab

- **Orientation** - Allows you to change the page orientation.
- **Paper Size** – Select a paper size for printing.
- **Custom Page Size** - This option is for you to choose one of the paper types, or you can add the custom paper size by entering the Paper Size dimension in the Width and Height boxes.
- **Layout Preview** - You can see how your document layout will look with the selected options from Page Form.
- **Unit of Metrics** - Allows you to change the unit of measurement, including inches, centimeter, and millimeters.

Document Info tab

Add information to the document – This option allows you to set PDF document properties, such as Title, Subject, and Author. You can add information when it is checked.

PDF Information – You can enter the title, subject, author, keywords, and creator of the document. The producer is Foxit Reader.

About tab

This tab shows the information of Foxit Reader's PDF Printer and the related copyrights and information.

Chapter 10 – Appendices

This section is a collection of supplementary materials for this user manual, including Keyboard Shortcuts and Command Lines.

Keyboard Shortcuts

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

File Keys

Action	Shortcut
Open File	Ctrl + O
Close File	Ctrl + W, or Ctrl + F4
Save As	Ctrl + Shift + S
Close All	Ctrl + Shift + W
Print Document	Ctrl + P
Exit Foxit Reader	Ctrl + Q
Save	Ctrl + S

View Keys

Action	Shortcut
Full Screen	F11
Zoom In	Ctrl + Num +
Zoom Out	Ctrl + Num -
Zoom To	Ctrl + M
Actual Size	Ctrl + 1
Fit to Page	Ctrl + 0
Fit Width	Ctrl + 2
Fit Visible	Ctrl + 3
Rotate Clockwise	Ctrl + Shift + Plus
Rotate Counterclockwise	Ctrl + Shift + Minus

Reset Toolbars	Alt + F8
Hide Toolbars	F8
AutoScroll	Ctrl + Shift + H
Stop AutoScroll	ESC
Show or hide Navigation pane	F4
Show or hide Menu Bar	F9
Switch between tabs	Ctrl + Tab

Edit Keys

Action	Shortcut
Copy	Ctrl + C, or Ctrl + Insert
Find Text	Ctrl + F
Find Next	F3
Find Previous	Shift + F3
Preferences	Ctrl + K
Undo	Ctrl + Z
Redo	Ctrl + Shift + Z

Select Text Tool Keys

Action	Shortcut
Copy	Ctrl + C
Select All	Ctrl + A
Add Bookmark	Ctrl + B

Tool Keys

Action	Shortcut
Hand Tool	Alt + 3
Select Text	Alt + 6
Snapshot	Alt + 7
Exit Full Screen Mode	ESC, F11
Switch to Text Viewer	Ctrl + 6

Document Keys

Action	Shortcut
Previous Page	Ctrl + Page Up
Next Page	Ctrl + Page Down
First Page	Ctrl + Home
Last Page	Ctrl + End
Go to Page	Ctrl + G
Select All	Ctrl + A
Page Down	Space
Page Up	Shift + Space

Command Lines

Foxit Reader defines parameters that allow you to perform operations on a PDF with a command. To check the command lines that can be used in Foxit Reader, please go to **Help** > **Command Line Help**.
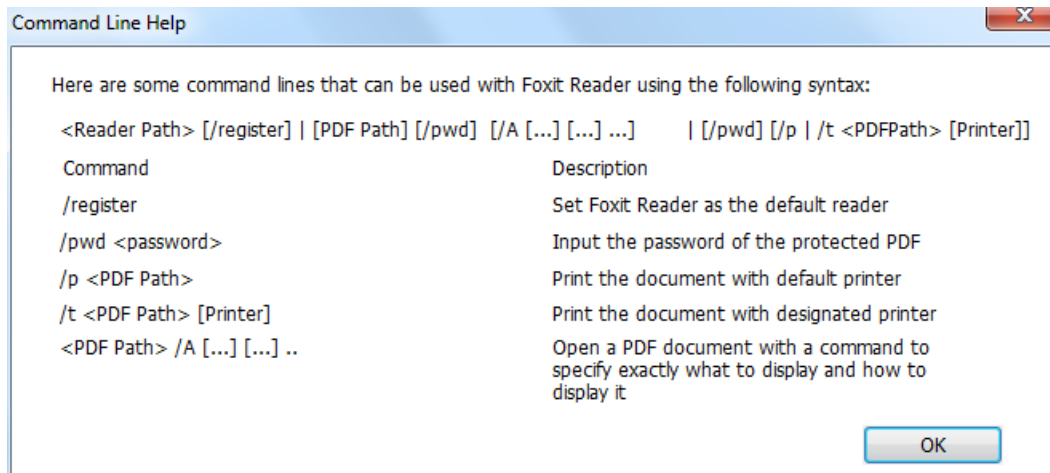
Command	Result
nameddest=destination	Open and highlight the target bookmark.
page=pagenum	Turn to the target page.
zoom=scale	Zoom the PDFs.
pagemode=bookmarks	Open the bookmark panel in the Navigation Pane.
pagemode=thumbs	Open the thumbnail panel in the Navigation Pane.
pagemode=layers	Open the layers panel in the Navigation Pane.
pagemode=none (default)	Close all the panels in the Navigation pane.
fdf="fdf path"	Open the FDF file.
toolbar=1|0	Show or Hide Tool Bar.
statusbar=1|0	Show or Hide Status Bar.
navpanes=1|0	Show or Hide Navigation Pane.

Contact Us

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

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  1-866-MYFOXIT or 1-866-693-6948 (24/7)

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