



# Quick Guide

## Foxit® Reader

*For Windows*

**Microsoft®** Partner  
Gold Independent Software Vendor (ISV)

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# Use Foxit Reader

## Install and Uninstall

You can easily install Foxit Reader by double-clicking the downloaded setup file and doing the following operations according to the prompts.

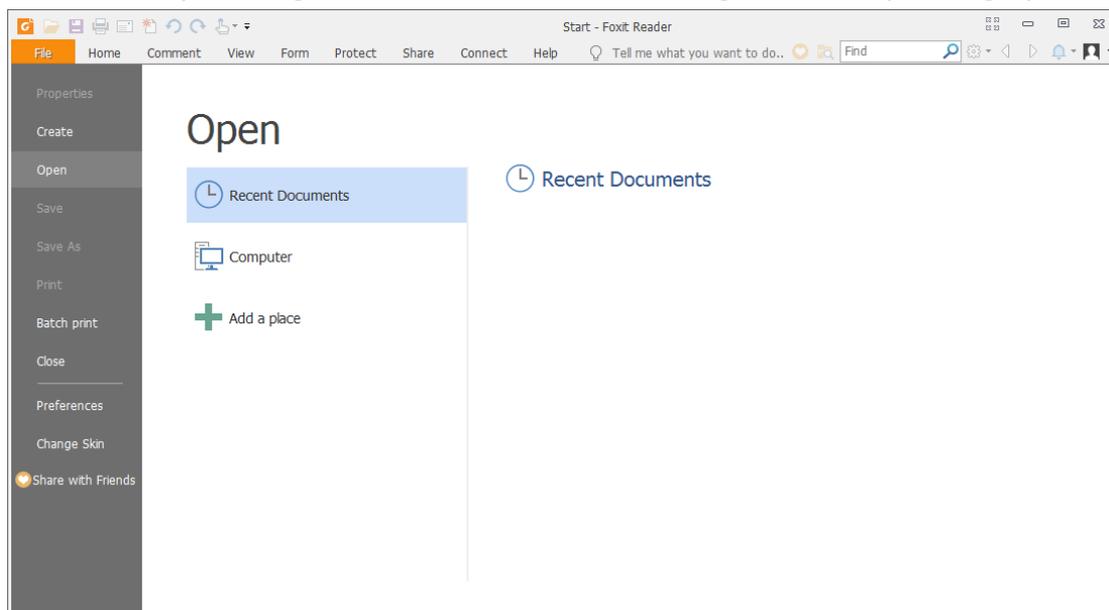
Alternatively, you can also install Foxit Reader by command-line. Please refer to the [User Manual of Foxit Reader](#) for details.

When you need to uninstall Foxit Reader, please do one of the following:

- Click **Start > All Programs > Foxit Reader > Uninstall Foxit Reader**.
- For Windows 8 and 10, click **Start > Windows System > Control Panel > Programs > Programs and Features** > Select Foxit Reader and click **Uninstall**. For Windows 7, click **Start > Control Panel > Programs > Uninstall a program** and select Foxit Reader to uninstall.
- Double click the unins000.exe under Foxit Reader installation directory  
Drive name:\...\Foxit Software\Foxit Reader\.

## Open, Create, Close and Save

After launching the Foxit Reader application, you can open, create, close, and save PDFs by clicking the **File** tab and the selecting the corresponding options.



## Create PDFs

With Foxit Reader, you can easily create PDF files from files in other formats for free. Here are multiple ways for your choice:

### 1. By Drag and Drop:

- Launch Foxit Reader application.
- Drag and drop the file in other formats to Foxit Reader workspace, and you're done.

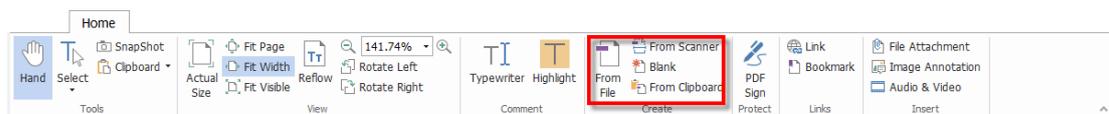
### 2. By Virtual Printer:

- Open the file you want to print to PDF in its preferred program format such as a doc. file in MS Word.
- Click **File** tab and select **Print**. In the **Print** window, select **Foxit Reader PDF Printer** as your virtual printer option, and then click **Print**.
- Click **Save** to save the converted PDF at the desired location.



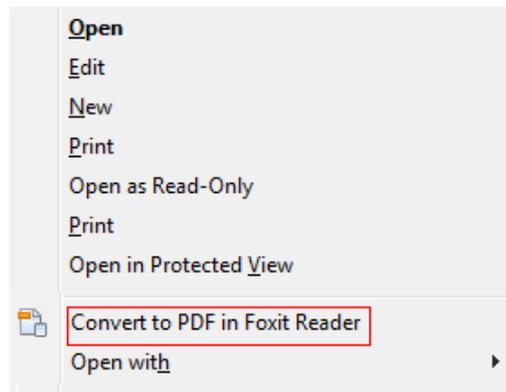
### 3. By Toolbar:

- Use **Create** commands from the toolbar to select the file you want to convert as shown below:



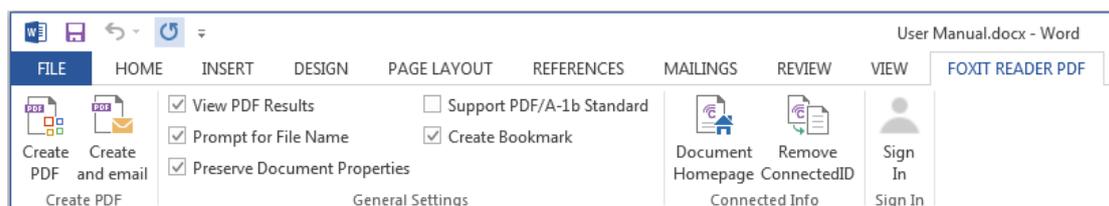
### 4. By Right-click the file:

- Right click on the file you need to convert to PDF.
- Select **Convert to PDF in Foxit Reader** option:



5. Convert to PDF with office add-in:

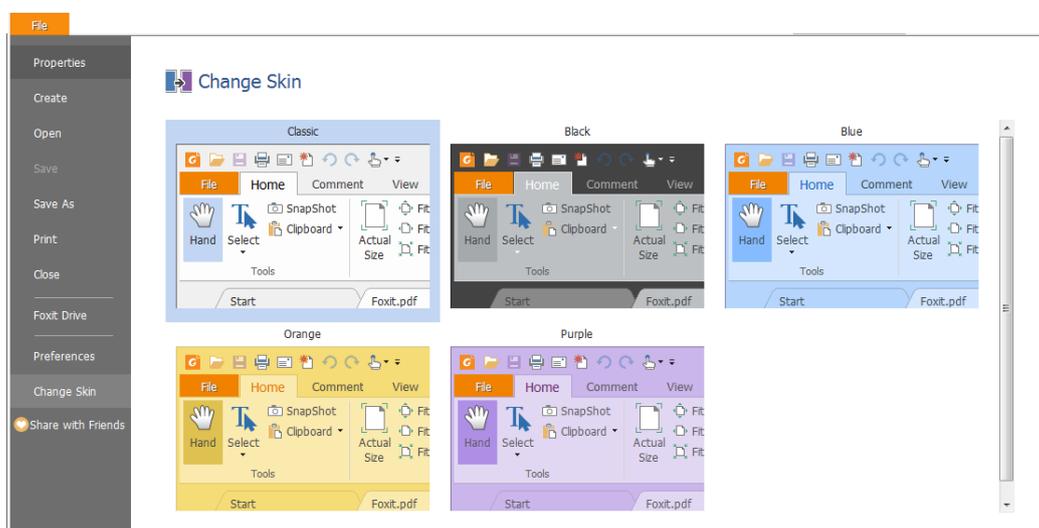
- Open an office file and you can see **FOXIT READER PDF** add-on on the toolbar.
- Select **FOXIT READER PDF** tab and select **Create PDF** to convert the office format file to PDF.



## Customizing the Work Area

### Change the Skin

To change the skin of the software, select **File > Change Skin >** choose the skin as desired.



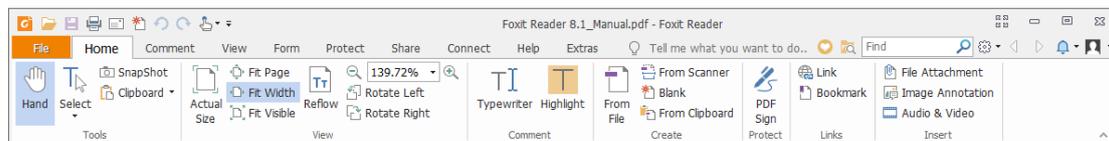
## Switch to Touch Mode

Touch mode makes it easier to use Foxit Reader on touch devices. In touch mode, the toolbar buttons, commands, and panels shift apart slightly for easier selection with your fingers. To switch to touch mode, please click  on the Quick Access Toolbar, and choose **Touch Mode**. While in touch mode, you can click  and choose **Mouse Mode** to return to the mouse mode.

## Customizing the Ribbon

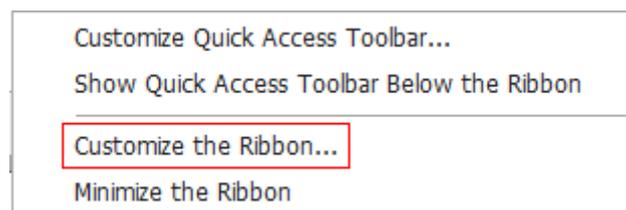
### Ribbon Toolbar

Similar to the toolbar of Office 2013, Foxit Reader supports the ribbon toolbar where different commands are located under each tab for easier access. You can browse through tabs, like Home, Comment, View, Form, and check the commands you need (shown below).

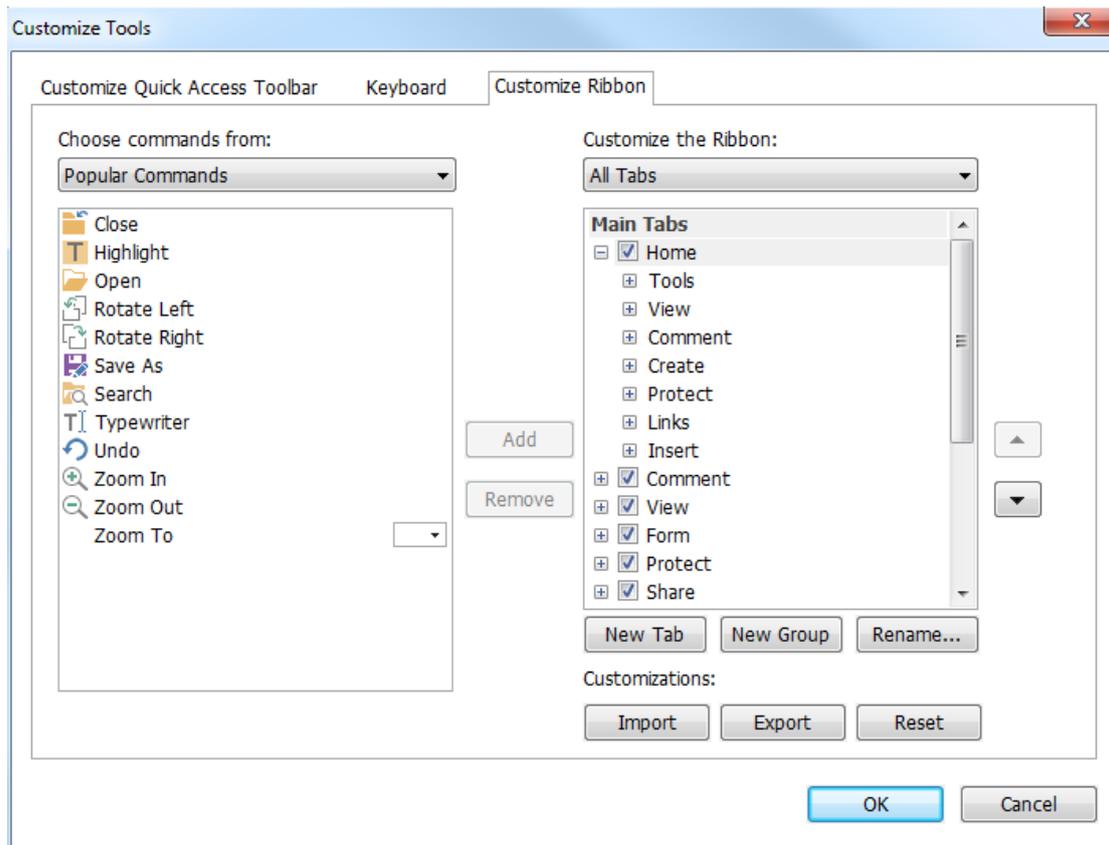


The Ribbon is designed to help you find the commands in an easy and convenient way. From Version 7.0 and on, Foxit Reader gives you the capability to personalize and customize the Ribbon in the way you want. With this feature, you can customize the default Ribbon, and create custom tabs or groups with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

To customize the Ribbon, right click the Ribbon, choose **Customize the Ribbon** from the context menu to bring out the **Customize Tools** dialog box, 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 which you want to add the new tab after, and then click **New Tab**.
- (Alternatively) Right click the tab which you want to add the new tab after, and then choose **New Tab** from the context menu.

### **Add a new group to a tab**

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

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

### **Rename a tab or group**

- Select the tab or group that you want to rename, and then 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 which you want to add a command under.
- Choose the category that the command is under and then 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, 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 select **Delete** from the context menu.

### **Reorder the tabs or groups**

To reorder the tabs or groups, 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 customized previously. If you want to revert to the previously customized Ribbon, it is recommended to export the customized Ribbon before importing a new one.

## Export a customized Ribbon

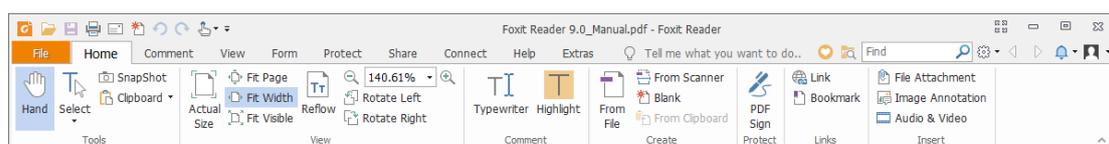
- Click **Export**.
- In the **Save As** dialog box, specify the file name and path, and then click **Save**.

### Note:

1. After customization, you need to click **OK** in the **Customize Ribbon** tab to save and apply your changes to the Ribbon.
2. To help you distinguish a default tab or group from the customized selections, the custom tabs or groups in the **Customize the Ribbon** list are tabbed with “(Custom)” after the name (like this:  **New Tab (Custom)** ), but without the word “(Custom)” on 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.

## Find Commands

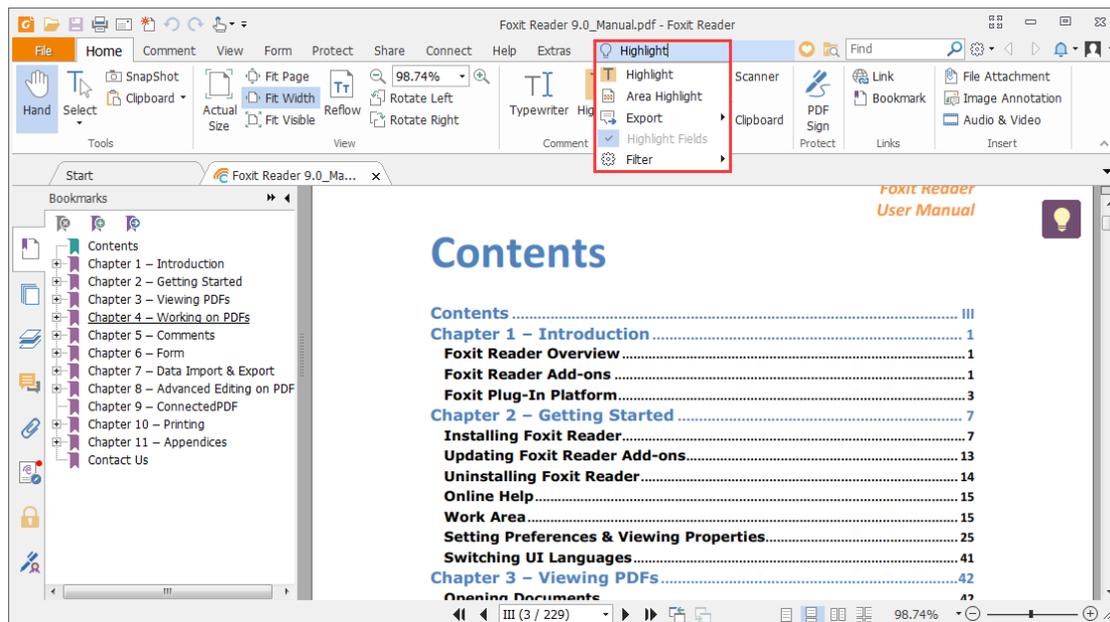
### See All the Commands



Click the buttons in the group under different tabs to switch between different commands. Also, the tip appears when you mouse over each command. For instance, there are **Tools**, **View**, **Comment**, **Create**, **Protect**, **Links** and **Insert** groups under the **Home tab**. You can use **Hand** command to move around the content, **Select Text and Image** command to select text and image, **Select Annotation** command to select annotations, **Zoom** commands to zoom in/out pages, **Create** commands to create PDFs, and **Insert** commands to insert images, multimedia and files.

## Search and Find Commands

You can type the command name in the **Tell Me** field to find a command and bring the feature to your fingertips with ease. For example, if you want to highlight text in a PDF file, put your cursor in the **Tell Me** box (or press **Alt + Q**) and input "highlight". Then Foxit Reader will display a list of matching commands from which you can select and activate the desired feature.

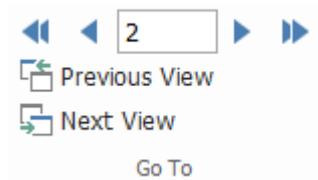


## Read

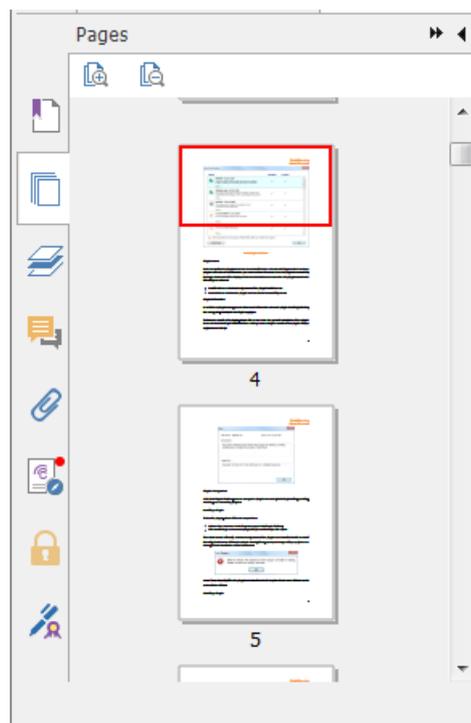
After getting acquainted with the workspace and the basic commands, you can start the journey of PDF reading. You can reach a specific page easily, adjust the view of a document, read pure texts by text viewer command, view documents while listening to them, reflow a PDF to view it in a single column, and more. Foxit Reader also allows users to view PDF portfolios.

## Navigate to a Specific Page

- Click the **First Page**, **Last Page**, **Previous Page** and **Next Page** in the **Go To** group under the **View** tab or in the status bar to view your PDF file. You can also input the specific page number to go to that page. The **Previous View** lets you return to the previous view and **Next View** goes to the next view.

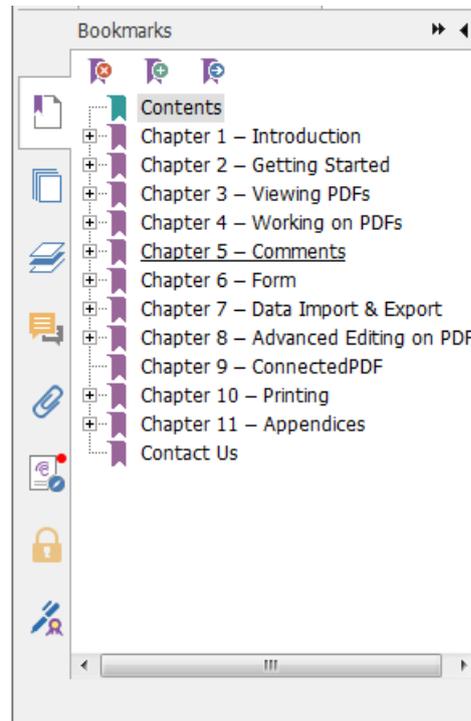


- To jump to a page using the page thumbnails, click the **Page Thumbnails** button  on the left Navigation pane and click its thumbnail. To move to another location on the current page, drag and move the red box in the thumbnail. To resize a page thumbnail, right-click on the thumbnail and choose **Enlarge Page Thumbnails / Reduce Page Thumbnails**, or use CTRL + mouse wheel scroll.



- To jump to a topic using bookmarks, click the **Bookmark** button  on the left Navigation pane. And then click the bookmark or right-click the bookmark and choose **Go to Bookmark**. Click the plus (+) or minus (-) sign to expand or collapse the bookmark contents. To collapse all bookmarks, right-click any bookmark in the Bookmarks panel and choose **Expand/Collapse All Bookmarks** in the context menu. When no bookmarks are expanded in the Bookmarks panel, you can right-click any

bookmark and choose **Expand/ Collapse All Bookmarks** to expand all bookmarks. If a bookmark is too long to be displayed in the Bookmarks panel, you can right click the bookmark and choose **Wrap Long Bookmarks** to wrap it in multiple lines for a better view. To unwrap the long bookmarks, you can right click the bookmark and choose **Don't Wrap Long Bookmarks**.



## View Documents

### Single-tab Reading and Multi-tab Reading

Single-tab reading mode allows you to open PDF files in multiple instances. This is ideal if you need to read your PDFs side by side. To enable single-tab reading, go to **File > Preferences > Documents**, check the **Allow multiple instances** option in the **Open Settings** group, and click **OK** to apply the setting.

Multi-tab reading mode enables users to open multiple PDF files in different tabs in the same instance. To enable multi-tab reading, go to **File > Preferences > Documents**, uncheck the **Allow multiple instances** option in the **Open Settings** group, and click **OK** to apply the setting. In multi-tab reading mode, you can drag and drop a file tab outside of the existing window to create a new instance and view the PDF file in that individual window. To

recombine the file tab to the main interface, click on the file tab and then drag and drop it in reverse to the main interface. While reading in multi-tab mode, you can switch between different file tabs using **Ctrl + Tab** or mouse scrolling. To toggle through file tabs by mouse scrolling, please make sure that you have checked the **Quickly switch between tabs by using mouse wheel** option in the **Tab Bar** group in **Preferences > General**.

## Switch between Different View Modes

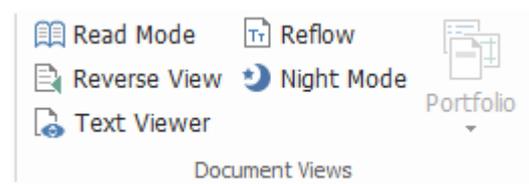
You can view documents with text only, or view them in Read mode, Full Screen, Reverse View, Reflow mode, and Night Mode.

### Using Foxit Text Viewer

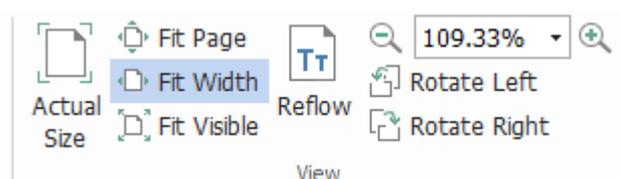
With **Text Viewer** in the **Document Views** group under the **View** tab, you can work on all PDF documents in pure text view mode. It allows you to easily reuse the text scattered among images and tables, and acts like Notepad.

### View PDF Document in Reflow Mode

In the **Document Views** group under the **View** tab or **View** group under the **Home** tab, you can click **Reflow** to reflow a PDF document and temporarily present it as a single column that is the width of the document pane. The Reflow Mode allows you to easily read PDF document when it is magnified on a standard monitor, without scrolling horizontally to read the text.



*Under View tab*



*Under Home tab*

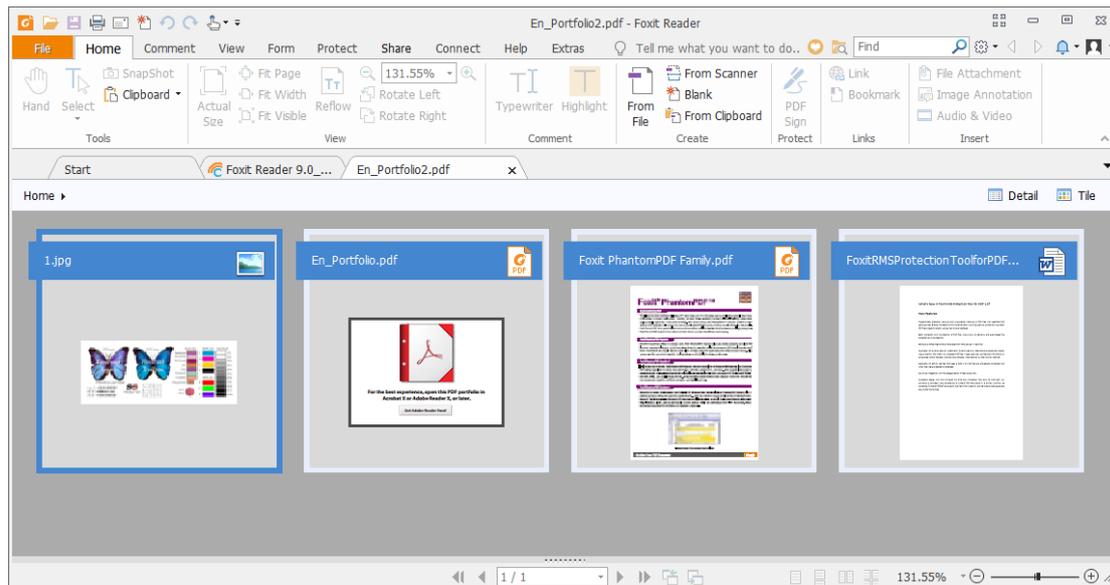
### View PDF Document in Night Mode

The Night Mode in Foxit Reader allows you to invert black and white to reduce eye strain in low light conditions. In the **Document Views** group under the

**View** tab, click **Night Mode** to enable or disable the Night Mode.

## View PDF Portfolios

PDF portfolios are a combination of files with different formats such as Word Office files, text documents and Excel files. Foxit Reader supports viewing and printing PDF portfolios, as well as searching keywords in the portfolio.

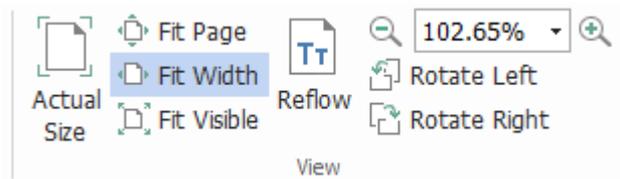


### *A Sample PDF Portfolio*

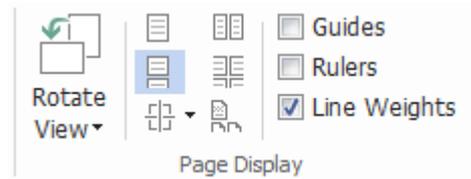
- Download a Sample PDF portfolio (preferably with files in different formats).
- Open it in Foxit Reader by right clicking and selecting **Open with Foxit Reader**.
- Navigate through different files in the portfolio.
- Search in portfolio by typing keywords in the Find box in the top right corner or by using shortcut keys CTRL+F.

## Adjust the View of Documents

Foxit Reader provides multiple commands that help you adjust the view of your PDF documents. Under the **Home tab**, the **View** group includes simple commands such as Zoom In and Zoom Out. Under the **View tab**, the **Page Display** group includes more advanced features like setting the page layout and orientation, page display mode, and more. You can also right-click on the content and choose the desired options.



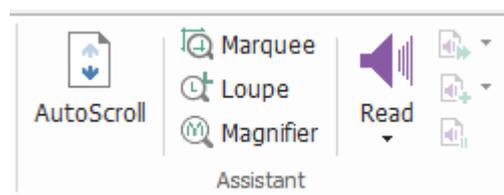
*Under Home tab*



*Under View tab*

## Reading Accessibility

The reading accessibility feature helps users read PDFs easily. The **Assistant group** under **View** tab provides commands such as **Marquee** and **Loupe** that help you view the PDF clearer. The **Read** command  reads the content in a PDF aloud, including the text in comments and alternate text descriptions for images and fillable fields. The **AutoScroll** command provides automatic scrolling features to help you easily scan through long PDF files. You can also use single-key accelerators to select some commands or perform actions. For more information about single-key shortcuts, please refer to [User Manual of Foxit Reader](#).



## Work on PDFs

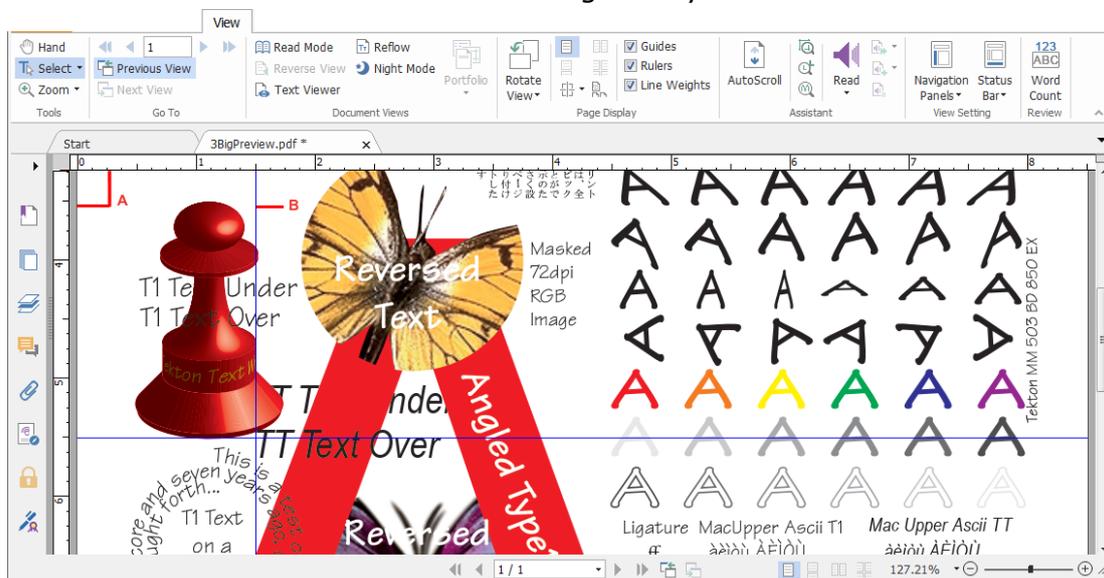
Foxit Reader not only provides the function to read PDFs, but also offers the ability to work on PDFs as well. Foxit Reader can perform tasks such as copying text or images to other applications, undoing and redoing previous actions, aligning and positioning contents on the page, sending the current PDF document to Evernote as an attachment, and signing PDF documents.

## Copy Texts, Images, Pages

- Foxit Reader allows you to copy and paste text with the formatting maintained, which includes font, font style, font size, font color, and other text editing features. Once you have selected the text with the Select Text and Image command, you can copy text by doing one of the following, and paste the selected text on Clipboard to another application.
  - ✧ Right-click the selected text > choose **Copy**.
  - ✧ Press shortcut key Ctrl + C.
- You can use the Select Text and Image command to select and copy an image, or use the SnapShot command to copy images to the clipboard.

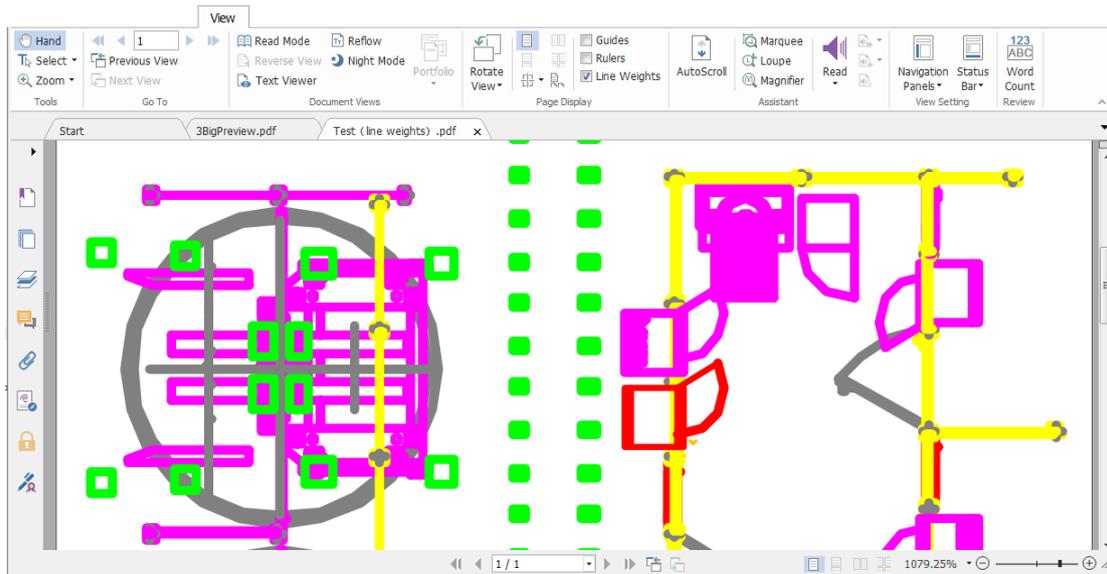
## Rulers, Guides, Line Weights and Measurements

- Foxit Reader provides horizontal and vertical **Rulers** and **Guides** that are in the **Page Display** group under the **View** tab to help you align and position texts, graphics, or other objects on the page. They can also be used to check their size and the margins of your documents.

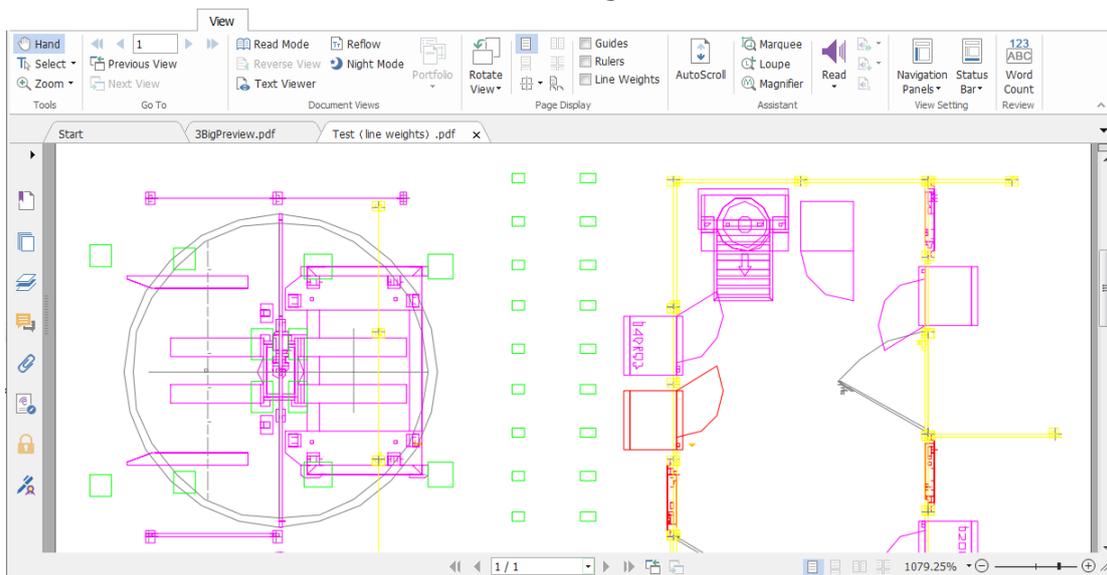


A. Rulers    B. Guides

- Foxit Reader supports the display of PDFs in Non-Line Weights view. You can uncheck the **Line Weights** option under the **View** tab to turn off the Line Weights view (i.e. to apply a constant stroke width (1 pixel) to lines, regardless of zoom) to make the drawing more readable.

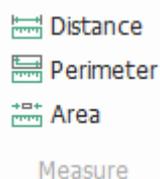


PDF in Line Weights View



PDF in Non-Line Weights View

- The **Measure** commands under the **Comment** tab enable you to measure distances and areas of objects in PDF documents.



- Foxit Reader allows users to format measurement during operation. Upon measurement, the **Comment Format** context tab will be called out. You can calibrate the scale ratio, choose to show or hide rulers, measurement results and markups, and export measurement information.

While measuring objects, you can choose any of the following snap 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.



## Undo and Redo

Foxit Reader allows you to undo and redo previous actions with the Undo button



and the Redo button



. You can undo as well as redo any editing that you have done in PDF documents, which includes commenting, advanced editing, and changes made to the document.

**Note:** You cannot undo or redo actions of bookmarks editing.

## Read PDF Articles

PDF articles are optional electronic threads defined by the PDF author, which lead readers through the PDF contents presented in multiple columns and across a series of pages. If you are reading a PDF file that contains articles, you can choose **View > View Setting > Navigation Panels > Articles** to open the **Articles** panel and view the articles. In the **Articles** panel, select an article, and choose **Read Article** from the context menu or **Options** list to read the selected article.

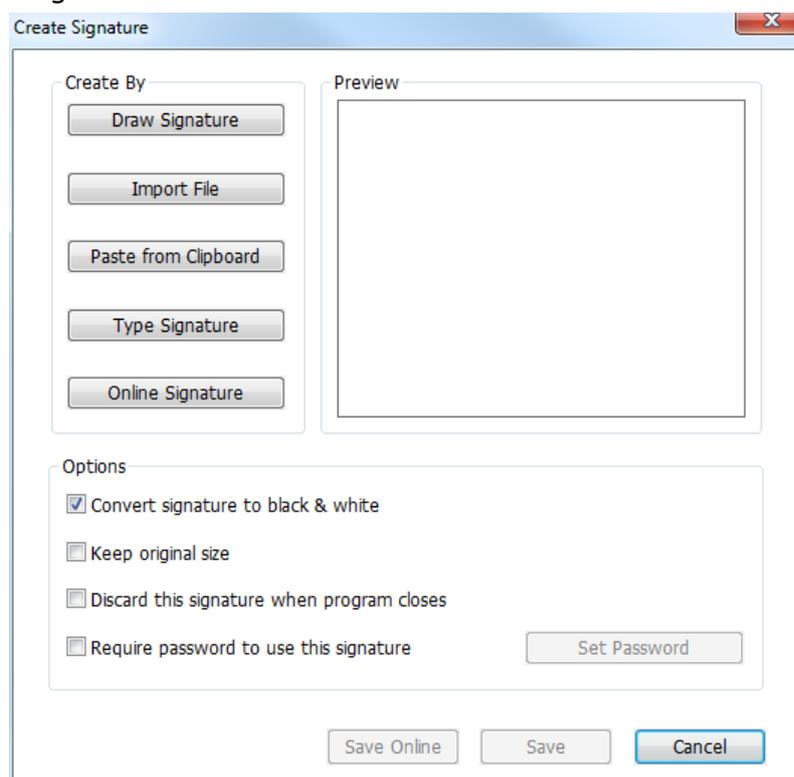
## Sign PDFs

### Quick PDF Sign

With Foxit Reader, users can sign PDFs with their own signature or images imported from the local disk and clipboard. Foxit Reader also allows users to encrypt their signatures to further protect sensitive information.

To sign a PDF file, please follow the steps below:

- Choose **Protect** tab > **Protect** > **PDF Sign**.
- Click ; or click  in the Signature box, and choose **Create Signature**.
- In the **Create Signature** dialog box, choose one of the following ways to create a signature:



- ✧ **Draw Signature:** Draw your signature in the **Draw Signature** box, and click **OK** upon completion.
- ✧ **Import File:** In the **Open** dialog box, select an image or PDF file as your signature, and click **Open**. If you select a PDF file which contains multiple pages as your signature, scroll the side bar to select a page you preferred from the document in the pop-up **Signature** dialog box, and click **OK** to confirm.
- ✧ **Paste from Clipboard:** Use the image from the clipboard as your

signature.

- ✧ **Type Signature:** In the **Type Signature** dialog box, type your signature in the **Type signature** field > choose a font style from the font list > click **OK**.
- ✧ **Online Signature:** Choose a signature from the online signatures you saved before.
- If necessary, check the following options:
  - ✧ **Convert signature to black & white:** This option is checked by default, which enables you to convert the colored images to black and white signatures. Uncheck this option to create a signature from an image with its original colors.
  - ✧ **Keep original size:** This option is available when you choose to create your signature from file or clipboard. Check this option to keep the original size of the image when adding signatures.
  - ✧ **Discard this signature when program closes:** Check this option to automatically delete the signature when Foxit Reader is closed.
  - ✧ **Require password to use this signature:** Check this option and click **Set Password** to set a password for the signature. Once set, you will be required to input the password before applying the signature.

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

- (Optional) Click **Save Online** to save the newly created signature to Foxit ConnectedPDF Web Services, which allows you to sign documents.
- Click **Save**.
- Click the place you want to sign, or drag a rectangle to define the size and placement.
- (Optional) Before applying the signature, you can still drag the small red square on the lower right corner to resize the signature. After resizing, right-click the signature, and choose **Set Current Size as Default** to set the size as default so that Foxit Reader will remember and apply the same size when you add the same signature in the future.
- Right-click the signature, and choose **Apply Signature** to apply the signature.

**Notes:**

1. Once applied, the signature can no longer be edited or deleted.
2. While adding a signature, the signature tool will be kept as selected by default for you to add the same signature continuously. To change the setting, uncheck the **Keep Tool Selected** option in the **PDF Sign** context tab. If you need to exit the signature tool, press the **ESC** key, or right-click anywhere in the document and choose **Exit Tool**.

## Add Digital Signatures

- Choose **Protect** tab > **Protect** > **Sign & Certify** > **Place Signature**.
- Press and hold the mouse button down, and then drag the cursor to draw a signature.
- In the **Sign Document** dialog box, choose a digital ID from a drop-down menu. If you can't find the specified digital ID, you will need to get a certificate from the third-party provider or create a customized digital ID.
- (Optional)To create a customized digital ID, choose **New ID** from drop-down menu, and specify the options. For company-wide deployment, IT managers can also use the [SignITMgr tool](#) to configure which digital ID file is allowed to sign PDF files by users across an organization. When configured completely, users can only use the specified digital ID(s) to sign PDF files, and will not be allowed to create a new ID.
- Choose an appearance type from the menu. You can create a new style as desired, the steps are as follows:
  - ✧ Choose **Create New Style** from the **Appearance Type** menu.
  - ✧ In the **Configure Signature Style** dialog box, input the title, configure the graphic and text of the signature, and then click **OK**.
- To sign the currently opened PDF file, click **Sign** to sign and save the file. To sign multiple PDF files, click **Apply to Multiple Files** to add the PDF files and specify the output options, and then click **Sign Immediately**.

Tip: When you choose a password protected digital ID to sign PDF files, you will be required to input the password when applying the signature.

## Add a time stamp to digital signatures and documents

Time stamps are used to specify the date and time you signed a document. A trusted time stamp proves that the contents of your PDFs existed at a point-in-time and have not changed since then. Foxit Reader allows you to add a trusted time stamp to digital signatures or documents.

Before adding a time stamp to digital signatures or documents, you need to configure a default time stamp server. Go to **File** > **Preferences** > **Time Stamp Servers**, and set a default time stamp server. You can then sign the document by placing the digital signature, or by clicking **Protect** tab > **Protect** > **Time Stamp Document** to add a time stamp signature to the document. You need to add the time stamp server into the trusted certificate list so the

signature properties will display the date/time of the time stamp server when the document was signed.

To add a trusted time stamp server to the **Trusted Certificates** list, click **Timestamp Properties** in the lower left corner of the **Signature Properties** dialog box. In the pop-up **Timestamp Properties** box, click **Show Certificate > Add to Trusted Certificates**. If a time stamp signature was added in the document, you can right-click the timestamp signature in the **Digital Signature** panel and choose **Show Signature Properties**. In the pop-up **Signature Properties** dialog box, click **Show Certificate > Add to Trusted Certificates**.

## Share PDFs

Foxit Reader is integrated with Microsoft SharePoint, Epona DMSforLegal, Alfresco, OneNote, and Evernote, which help you better manage and share PDFs.

## SharePoint, Epona DMSforLegal, and Alfresco Integration

Foxit Reader has integrated SharePoint, Epona DMSforLegal, and Alfresco, which allows you to seamlessly open, modify, save, check out, and check in PDFs in your ECM server.

To open a PDF file from your ECM server, please choose **File > Open > Add a place > SharePoint/DMSforLegal/Alfresco**. After signing in with your account, you can open a PDF from the server and modify it in Foxit Reader. Based on the status of the opened document in the server, you can also click **Check Out** or **Discard Check Out** to change document status during modification. When you finish modification, click **Check In** to check in and save a checked-out document back to your ECM account.

Tip: Before using Foxit Reader to open PDFs on Epona DMSforLegal, you are required to install Epona DMSforLegal client in your system if you haven't.

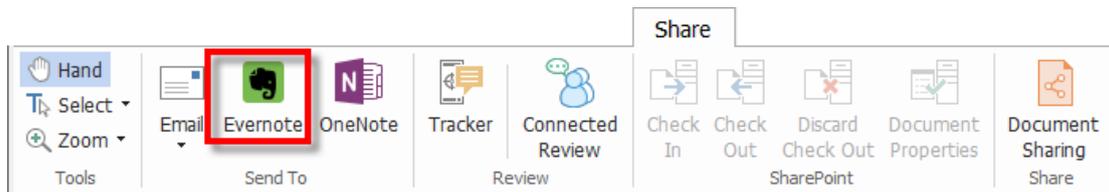
## Send to Evernote

Directly send PDF documents to Evernote as an attachment.

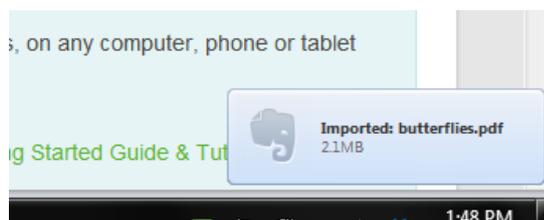
- Prerequisites – You will need to have an Evernote account from <https://www.evernote.com/Registration.action>

Download and install – <https://evernote.com/intl/en/download>

- Open a PDF file to edit.
- Choose **Share** and click **Evernote** in the **Sent to** group (shown below).



- You should get a confirmation regarding the imported file on the bottom right corner:



## Send to OneNote

You can send your PDF document to OneNote quickly within Foxit Reader after edits.

- Open and edit the document with Foxit Reader.
- Save the changes and then click **Share > Send To > OneNote**.
- Select a section/page in your notebooks, and click **OK**.
- In the pop-up dialog box, choose **Attach File** or **Insert Printout** to insert your document to the selected section/page in OneNote.

## Work with ConnectedPDF

Foxit ConnectedPDF allows each PDF to carry an identity assigned by the cPDF cloud service, and tracks all the events on the PDF like creation, distribution, and modification. So no matter where the ConnectedPDF document goes, how many distributions and modifications done to it, the document owner can always track the document in real time and collaborate with the document viewers involved. Therefore, ConnectedPDF connects files, people, location, and systems together while ordinary PDF is separate and static.

The **Connect** tab in Foxit Reader toolbar provides powerful and easy-to-use commands to create and track the access to Connected PDFs. You can also join a shared review on Connected PDFs without any server anytime anywhere. The

detailed features include:

- Convert PDF to ConnectedPDF
- Convert other formats to cPDF when creating to PDF
- Track any access to cPDF documents
- Show usage data in document homepage
- Register and upload a new version of cPDF document
- Permission configuration
- Dynamically approve and revoke document permission
- Dynamically request document permission and response to the changes of document permission
- Share a file by generating a file link and sending it via email or to social media
- Connected review without having to set up a shared folder
- Document locator and request
- Share comments and discussions on PDF documents

For more information about ConnectedPDF, please refer to [ConnectedPDF User Manual](#).

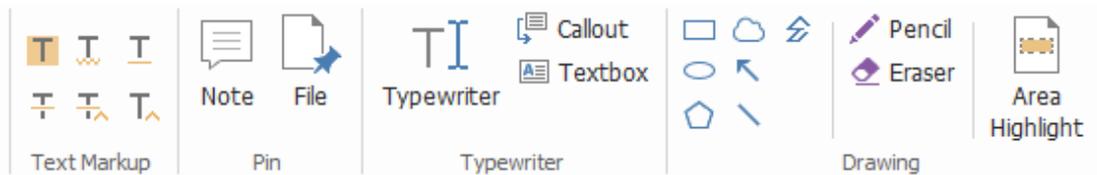
## Comments

Comments are necessary in your study and work when reading documents. Foxit Reader provides various groups of comment commands for you to make comments. You can also reply, delete, and move the comments with ease.

**Note:** You can view, navigate, and comment on the 3D content in PDFs by using the commands in the **3D Content Navigation** panel located in the navigation pane. Before using these features, you need to download the plugin from Foxit Server and install it in Foxit Reader.

## Basic Commenting Commands

There are various groups of commenting commands with different functions for you to choose: **Text Markup**, **Pin**, **Typewriter**, and **Drawing**. They are placed under the **Comment** tab. You can type a text message or add a line, circle, or other type of shape to make comments in PDFs. You can also edit, reply, delete, and move comments with ease. This function is quite helpful for your studies and work if you need to regularly make notes and annotations on PDF documents.

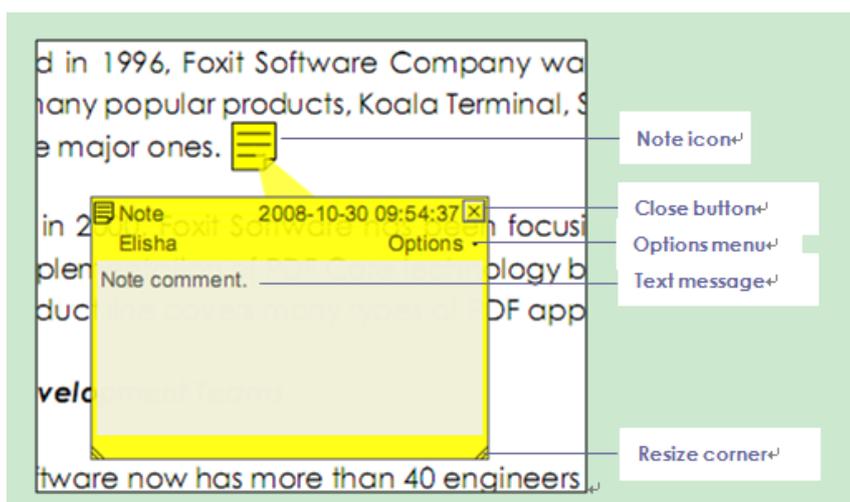


## Text Markups

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

## Pin

To add a note comment, select Note , and then specify the location in the document that you want to place the note. You can then type text in the note comment.



To add a file as a comment, do the following:

- ✦ Click the button  in the **Pin** group under the **Comment** tab.

- ✦ Position the pointer to the place where you want to attach a file as a comment > click the selected position.
- ✦ 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 warns you that your attachment is denied because of your security settings.

- ✦ The File Attachment Icon  appears at the place you designated.

## Typewriter

Typewriter commands help you add text to PDFs. You can add, edit, move, and delete the comments made with the typewriter, as well as set typewriter preferences.

To add comments with typewriter:

- ✦ Choose **Comment** > **Typewriter** group > **Typewriter**.
- ✦ 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.

To delete the typewriter comment, do one of the following:

- ✦ Choose **Comment** > **Typewriter** group > **Typewriter**. Place the cursor at the ending or beginning of the text, then drag the cursor to select them all, and then press the **Delete** key.
- ✦ (Recommended method) Select the **Select Annotation**  or **Hand**  , right-click the text field, and choose **Delete**.

## Drawing Markups

Drawing markups help you to make annotations with drawings, shapes, and text fields. You can use the Drawing markups to mark up a document with arrows, lines, squares, rectangles, circles, ellipses, polygons, polygon lines, and clouds.

### Drawing Markups

Button	Name	Description
	Arrow	To draw something, such as a directional symbol, that is similar to an arrow in form or function.
	Line	To mark with a line.

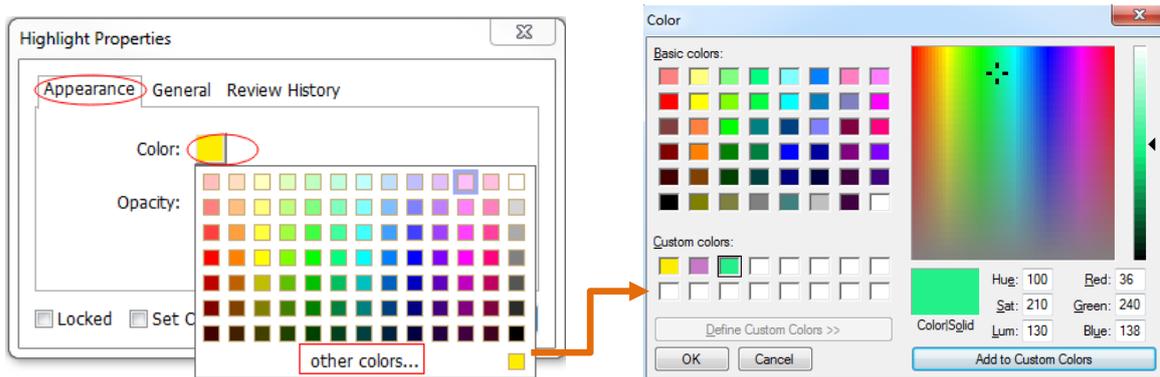
	Rectangle	To draw a four-sided plane figure with four right angles.
	Oval	To draw an oval shape.
	Polygon	To draw a closed plane figure bounded by three or more line segments.
	Polyline	To draw an open plane figure with three or more line segments.
	Pencil	To draw free-form shapes.
	Eraser	An implement, acts as a piece of rubber, used for erasing the pencil markups.
	Cloud	To draw cloudy shapes.
	Area Highlight	To highlight a specified area, such as a certain text range, an image and blank space.

To add a comment with the Drawing markup, please follow the steps below:

- ✧ Select **Comment > Drawing** > and then click the drawing command as needed.
- ✧ Drag the cursor across the area where you want to place the markup.
- ✧ Double click the markup to open the popup note to input comments.

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 commands.



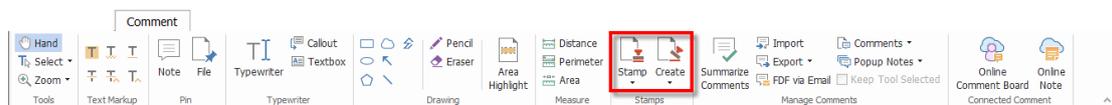
Foxit Reader adds PSI support for free-form annotation. You can use the Surface Pro Pen or Wacom Pen to add free-form annotations with PSI in PDFs. Detailed steps are as follows:

- (For Surface Pro users) Choose **Comment > Drawing > Pencil**, and then add free-form annotations as desired 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 annotations with the Wacom Pen.

## Stamp

Choose from a list of predefined stamps or create custom stamps for stamping a PDF. All the stamps that you import or create are listed in the Stamps Palette.

- Choose **Comment > Stamps**.



- In the Stamps Palette, select a stamp from the desired category – Standard Stamps, Sign Here or Dynamic Stamps.
- Alternatively, you can create an image on the clipboard as a stamp by selecting **Comment > Stamps > Create > Paste Clipboard Image as Stamp Tool**, or create a custom stamp by selecting **Comment > Stamps > Create > Create Custom Stamp** or **Create Custom Dynamic Stamp**.
- Specify on the document page where you want to place the stamp, or drag a rectangle on the document page to define the size and placement, and then the stamp will appear on the selected location.

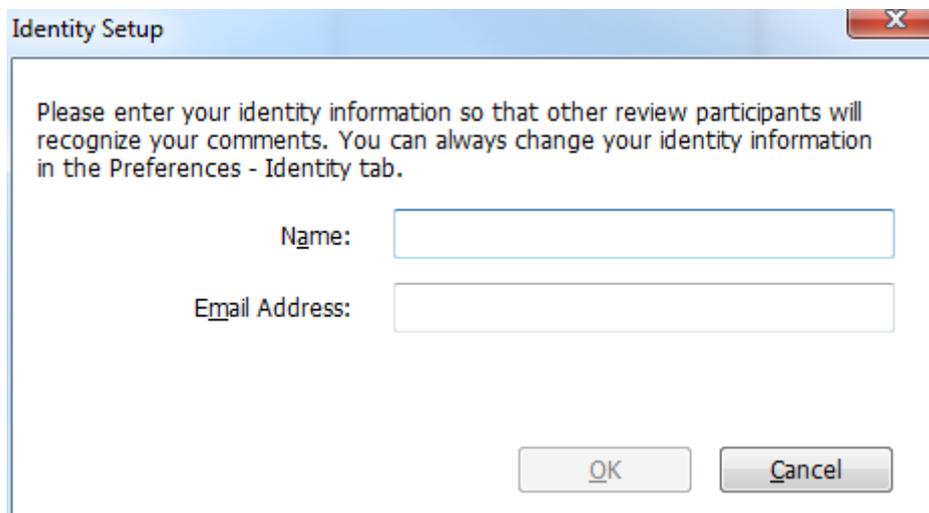
- (Optional) If you want to apply a stamp on multiple pages, right click the stamp and choose **Place on Multiple Pages**. In the **Place on Multiple Pages** dialog box, specify the page range and click **OK** to apply.
- If you need to rotate the stamp after application, please follow the steps below:
  - ✦ 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.

## PDF Review

Foxit Reader allows you to easily join a PDF review, share the comments, and track reviews.

### Join a shared review

- Download the PDF file to be reviewed from your email application 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).



Identity Setup

Please enter your identity information so that other review participants will recognize your comments. You can always change your identity information in the Preferences - Identity tab.

Name:

Email Address:

OK Cancel

- 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 **Menu** in 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 are any new comments. You can also click on **Check for New Comments** to check for new comments manually, or go to **File > Preferences > Reviewing > Automatically Check for New Comments** to specify the time interval for automatically checking the new comments in the specified time period.

### **Join an email review**

- Open the PDF 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 an 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 the list of reviewers for the shared reviews or email reviews you have joined.

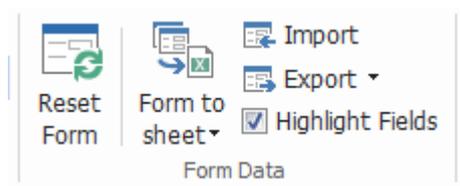


## Comment on forms

You can comment on PDF forms, just like on any other PDFs. You can add comments only when the form creator has extended rights to the users. **See also** [Comments](#).

## Import & Export Form Data

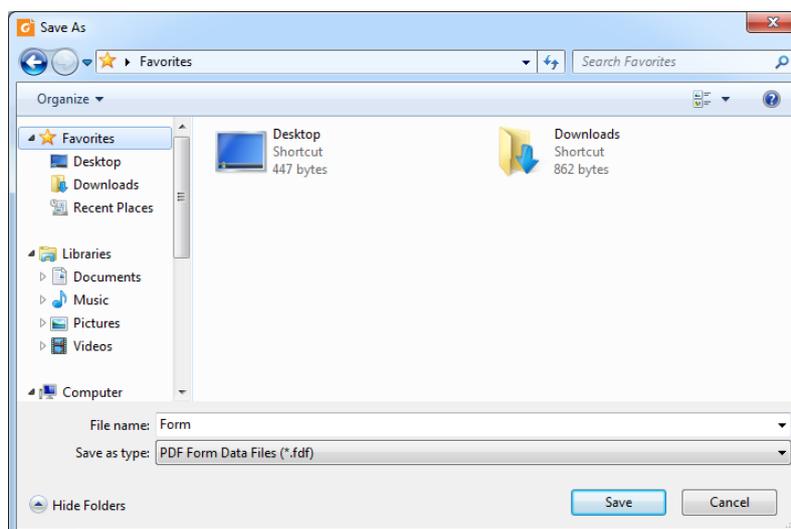
Click the **Import** button  or **Export** button  in the **Form Data** group to import/export form data of your PDF file. However, this function will only work for PDF interactive forms. Foxit Reader provides users with the **Reset Form** command to reset the form.



*Under Form tab*

To export the form data, please follow the steps below:

- Select **Form > Form Data > Export > To File**;
- In the **Save As** dialog box, specify the save path, name the file to be exported, and choose the desired file format in the **Save as type** field.
- Click **Save** to save the file.

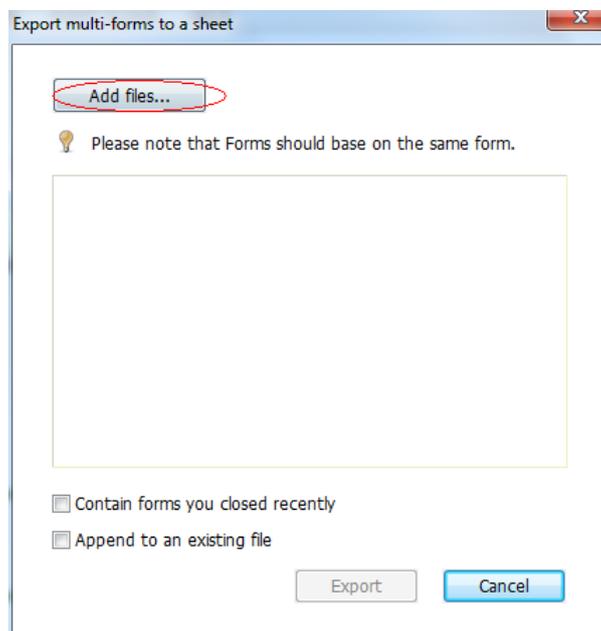


To export the form data and append it to an existing file, please follow the steps below:

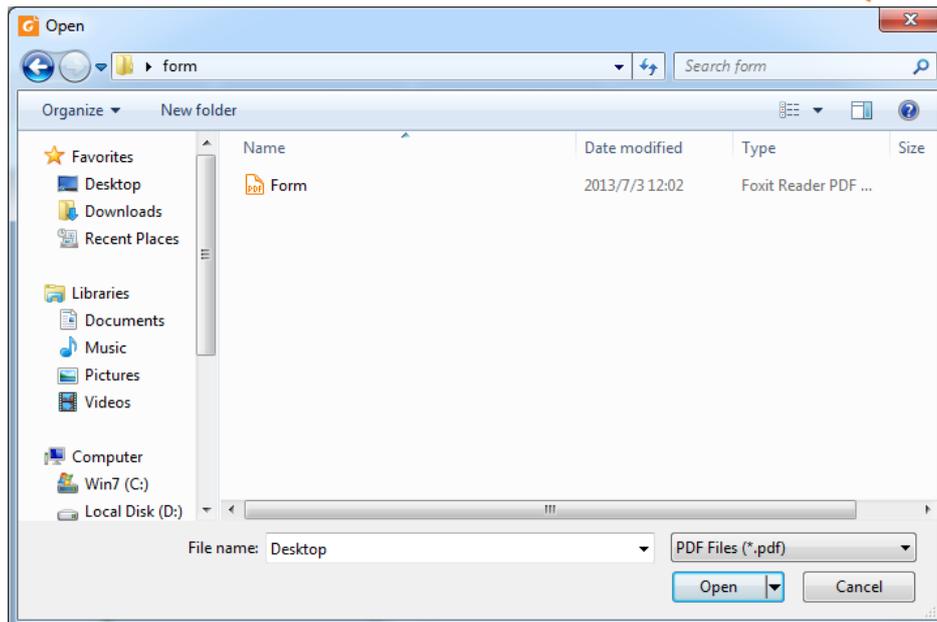
- Choose **Form > Form Data > Form to sheet > Append to an Existing Sheet.**
- In the **Open** dialog box, select the CSV file, and then click **Open.**

To export multiple forms to a CSV file, please follow the steps below:

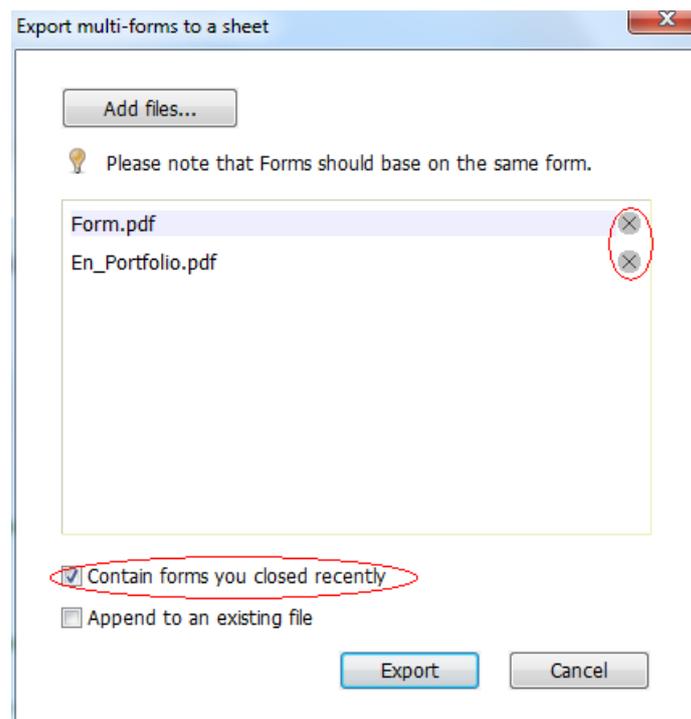
- Choose **Form > Form Data > Form to sheet > Combine Forms to a Sheet.**
- Click **Add files** in the **Export multi-forms to a sheet** dialog box.



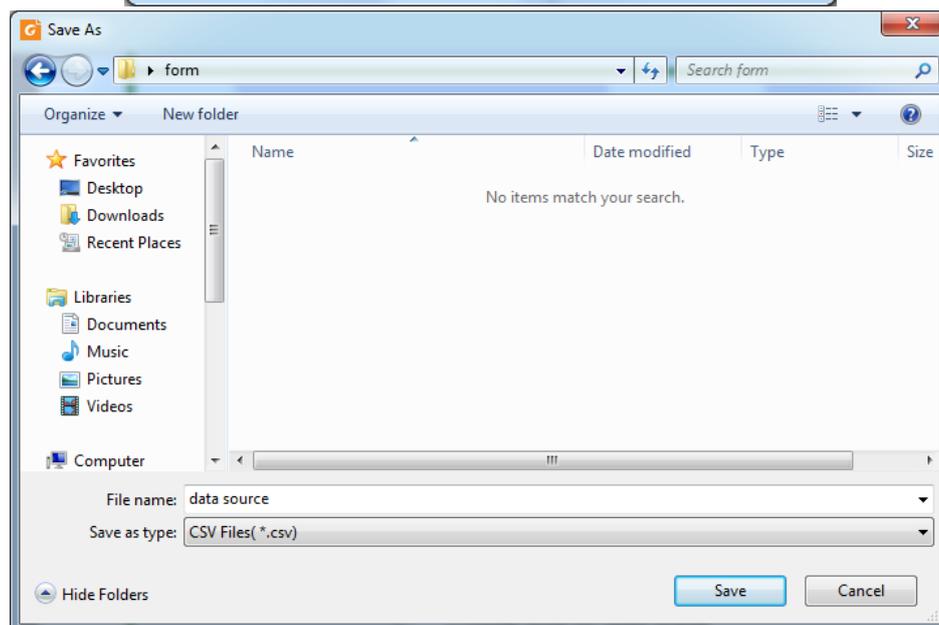
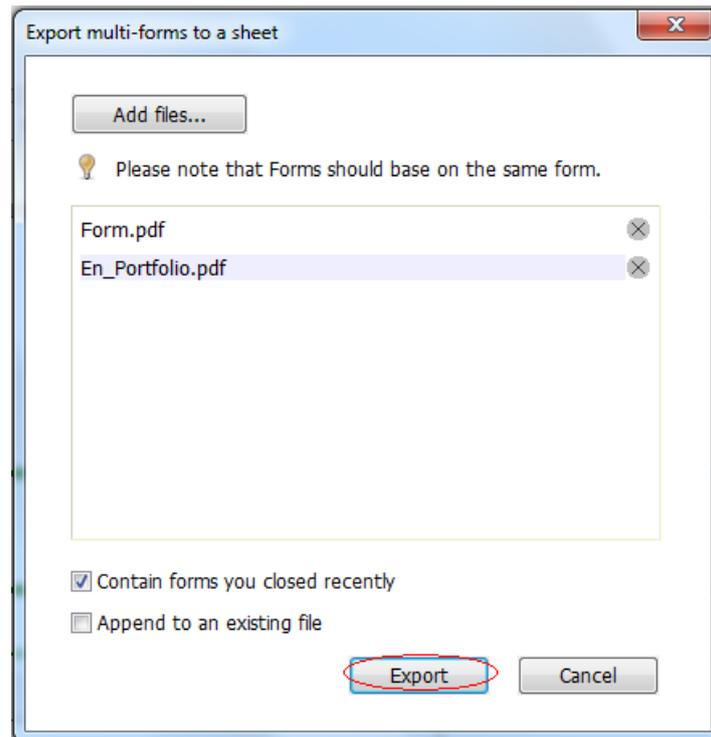
- In the **Open** dialog box, select the file to be combined and click **Open** to add it to the current form.



- 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 exported in the list.



- If you want to append the form(s) to an existing file, check **Append to an existing file** option.
- Click **Export** and save the CSV file in the desired path in the **Save As** dialog box.

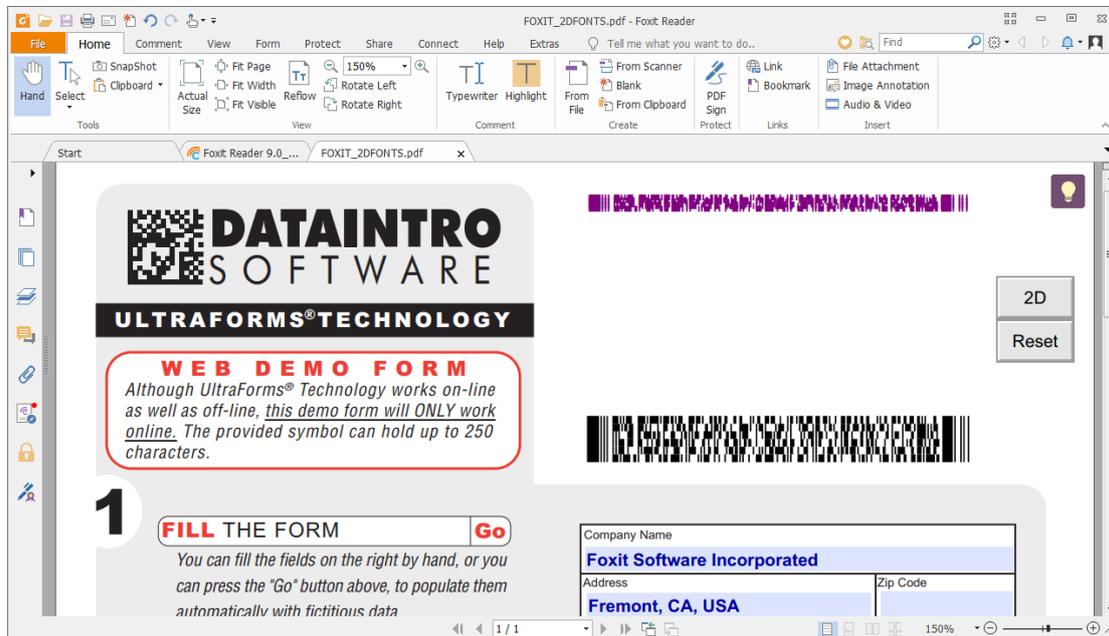


## Generate 2D Barcode

Foxit Reader supports the generation of 2D barcodes for the forms integrated with Ultraforms technology, 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:** 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.

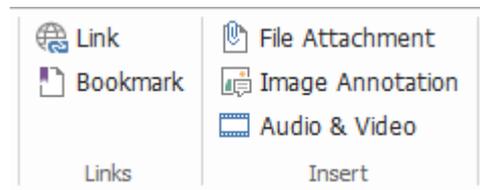
## Verify Signatures on XFA Forms

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 in the pop-up windows.



# Advanced Editing

Foxit Reader provides some advanced features for PDF editing. You can create bookmarks, add links, add images, play and insert multimedia files.



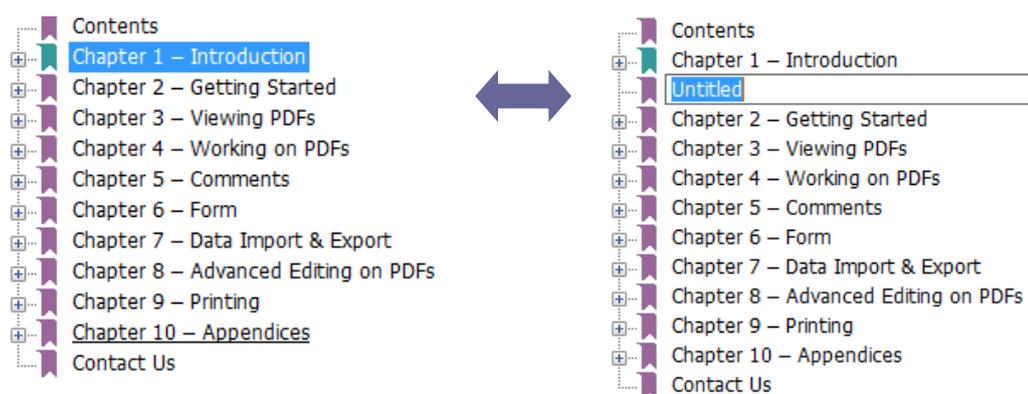
*Under Home tab*

## Bookmarks

Bookmarks are useful for users to mark a place in a PDF file so that users can return to it with ease. You can add bookmarks, move bookmarks, delete bookmarks, and more.

### Adding a bookmark

1. Go to the page where you want the bookmark to link to. You can also adjust the view settings.
2. 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.



3. Click the **New Bookmark** icon  at the top of the Bookmarks panel, or right-click the selected bookmark, and choose **Add Bookmark**.
4. Type or edit the name of the new bookmark, and press **Enter**.

**Tip:** To add a bookmark, you can also right-click on the page where you want the bookmark to link to and choose **Add Bookmark**. Before this, if you have chosen an existing bookmark (if any) in the **Bookmarks** panel, the newly added bookmark will automatically be added right behind the existing bookmark (in the same hierarchy); if you haven't selected any existing bookmark, the new bookmark will be added at the end of the bookmark list.

## **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**.

### **Tips:**

1. The bookmark links to its original destination in the document although it has been moved.
2. You can press **Shift** or **Ctrl** + **Click** to select multiple bookmarks at once, or press **Ctrl** + **A** to select all the bookmarks.

## **Deleting a bookmark**

To delete a bookmark, please do one of the following:

- Select the bookmark you want to delete and click the **Delete** button  at the top of the Bookmarks panel.
- Right-click the bookmark you want to delete and choose **Delete**.

### **Tips:**

1. Deleting a bookmark deletes all the bookmarks that are subordinate to it.
2. You can press **Shift** or **Ctrl** + **Click** to select multiple bookmarks at once, or press **Ctrl** + **A** to select all the bookmarks.

# Print

## How to print PDF documents?

1. Make sure you have installed the printer successfully.
2. Choose **Print** from the **File** tab to print a single PDF document, or choose **Batch print** from the **File** tab and add multiple PDF documents to print them.
3. Specify the printer, print range, number of copies, and other options.
4. Click **OK** to print.

## Print a portion of a page

To print a portion of a page, you need to use the snapshot command.

- Select the snapshot command by choosing **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 the Specified Pages or Sections

Foxit Reader allows you to print pages or sections associated with bookmarks directly from the Bookmark panel. Steps are as follows:

- Choose **View > View Setting > Navigation Panels > Bookmarks** to open the Bookmark panel if it is hidden.
- In the Bookmark panel, click to select a bookmark, or press **Shift** or **Ctrl** + **Click** to select multiple bookmarks.
- Right click the selected bookmark, choose **Print Page (s)** to print all the pages associated with the selected bookmarks, or choose **Print Section (s)** to print the sections associated with the selected bookmarks.
- In the **Print** dialog box, specify the printer and other options as desired, and click **OK**.

**Note:** Bookmarks appear in a hierarchy, with parent bookmarks and child (dependent) bookmarks. If you print a parent bookmark, all page contents associated with the child bookmarks will also be printed.

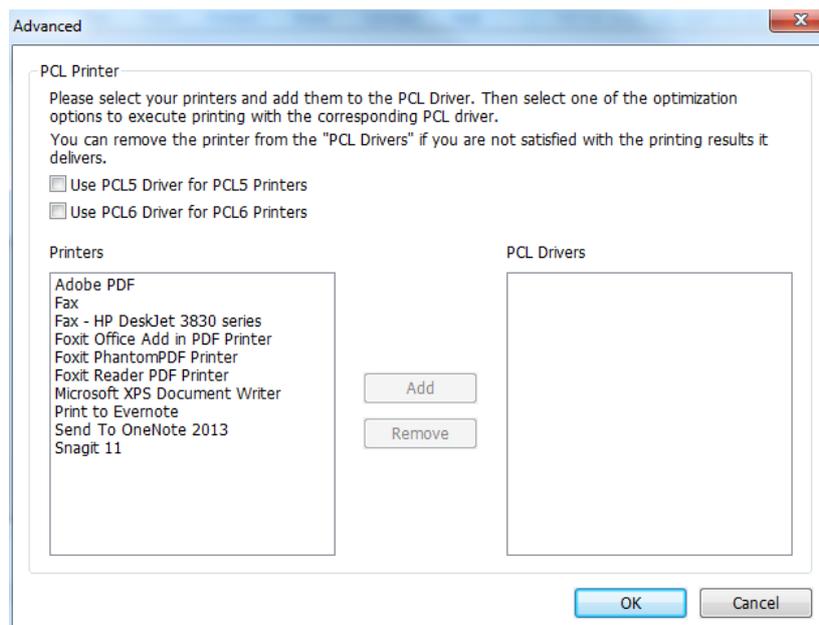
## Print Optimization

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:
  - Select a printer from the Printers list, and click **Add** to add the selected printer to the PCL Drivers list.
  - Check one of the optimization options (**Use <PCL\_level> Driver for <PCL\_level> Printers** option) based on your printer driver level.
  - Click **OK**.

Then you can begin printing with the optimized driver. And you can also remove the printer from the PCL Drivers list if you are not satisfied with the printing results it delivers. Just select the driver to be removed from the PCL Drivers list, click **Remove** and then choose **OK** to confirm the operation.

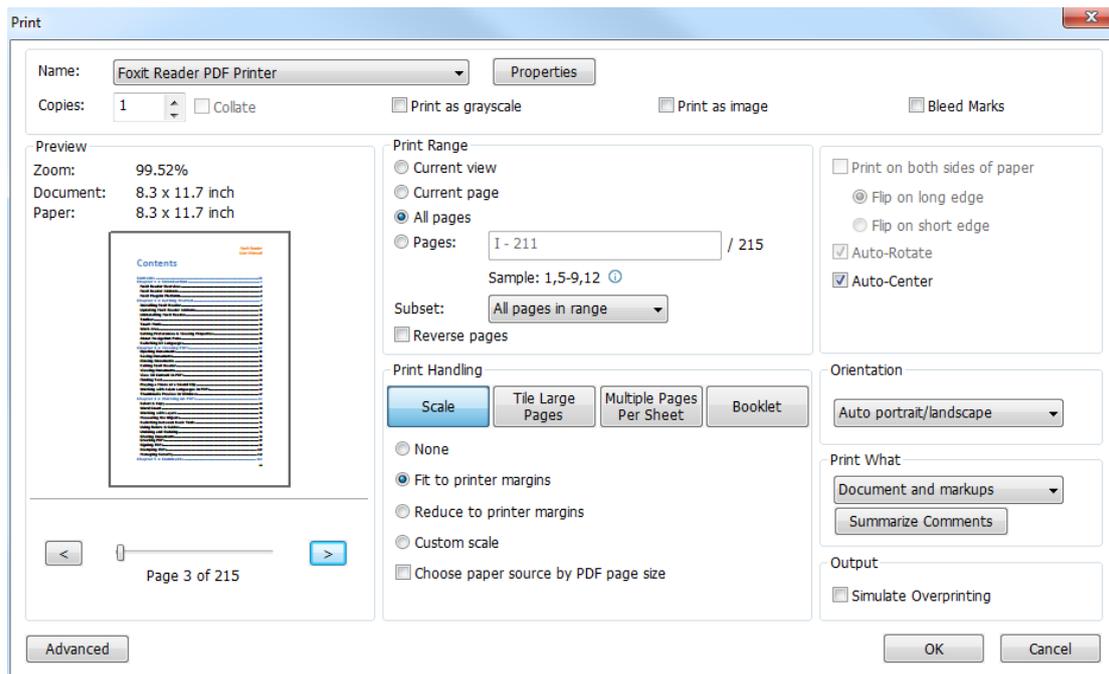
Tip: To enable PCL print optimization, please make sure that the **Use GDI+ Output for all types of printer** option in printer preferences is unchecked. Otherwise, settings in printer preferences will prevail and GDI++ device will be used for printing for all types of printers.



## Print Dialog

The print dialog is the final step before printing. 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*

## 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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41841 Albrae Street  
Fremont, CA 94538  
USA
- **Sales:**  
1-866-680-3668
- **Support:**  
1-866-MYFOXIT or 1-866-693-6948
- **Website:**  
[www.foxitsoftware.com](http://www.foxitsoftware.com)
- **E-mail:**  
Sales and Information - [sales@foxitsoftware.com](mailto:sales@foxitsoftware.com)  
Technical Support - Input [a trouble ticket online](#)  
Marketing Service - [marketing@foxitsoftware.com](mailto:marketing@foxitsoftware.com)