



# USER GUIDE

## Foxit PDF SDK for Web

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

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# 1 OVERVIEW

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Web Viewer Demo is a simple website built on the Foxit PDF SDK for Web. This guide will introduce how to use the functions of Web Viewer Demo on desktop and mobile.

It supports the following browsers:

- Internet Explorer 10, 11 and Edge
- Chrome
- Firefox
- Safari
- Opera

## 2 WEB VIEWER DEMO ON DESKTOP

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After installing Foxit PDF SDK for Web, you can access the Web Viewer Demo in your browser at <http://{ip}:{port}/>. If you have used the default settings. The default demo file will be loaded.

### 2.1 Getting Started

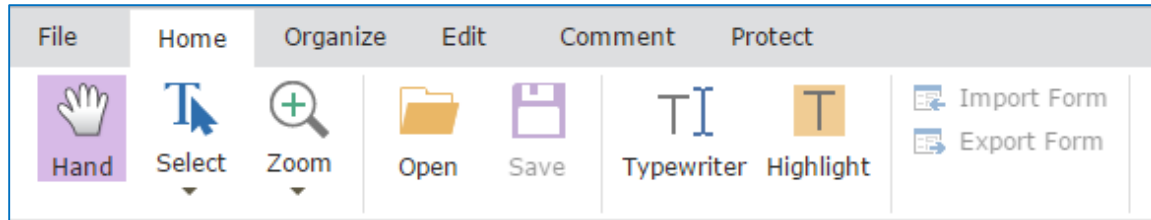
The Web Viewer Demo is provided for developers to learn how to call the SDK, and to show what the Foxit PDF SDK for Web can do. A good way to get up to speed in using Web Viewer demo is by familiarizing yourself with its workspace.

This section will mainly introduce the following contents:

- The workspace basics for Web Viewer Demo including toolbar, right-click contextual menu, navigation panels, and floating toolbar.
- Open PDFs.
- Save PDFs



#### 2.1.1 Toolbar

The toolbar displays the **File**, **Home**, **Organize**, **Edit**, **Comment**, and **Protect** tabs with different commands. You can easily and quickly find the desired feature in the toolbar.



**Toolbar under the Home Tab**

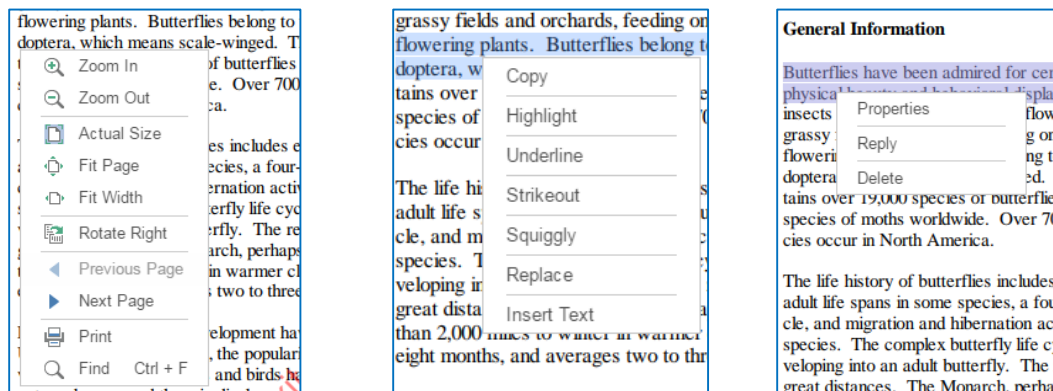
To show or hide all toolbars, please do the following:

- To hide the toolbar, click the arrow  located on the lower-right corner of the ribbon.
- To show the toolbar, choose a tab and click the pushpin icon  located on the lower-right corner of the ribbon.

### 2.1.2 Right-click Contextual Menu

Web Viewer demo provides a list of feature options in the right-click contextual menu (See the following figures).





Operation	Description
<b>On the view</b>	Change the zoom level, navigate to the previous/next page, rotate page, print document, or find a keyword in the PDF document.
<b>On selected text</b>	Copy, Highlight, underline, strikeout, squiggle, replace and insert text.
<b>On annotation</b>	Delete, reply to or set properties (color) of the selected annotation.



**Right-click Contextual Menu**


### 2.1.3 Navigation Panels

The buttons on the left side of the navigation pane provides easy access to various panels as follows:

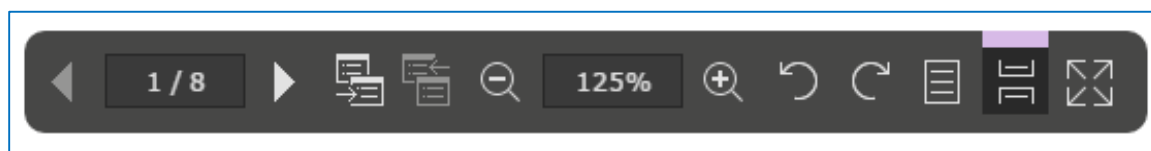
Panel	Name	Description
	Bookmark	View document bookmarks.
	Thumbnail	View page thumbnails.
	Comments	View document comments. Expand all comments individually or collapse all comments in the panel. You can also edit the text of a pop-up note (highlight/underline/strikeout/squiggle/pencil/note/line/arrow/rectangle/oval/stamp), reply or delete a comment from the list.
	Search	Search text in the current document, and all instances will be listed after the search is finished.

To open/close a navigation panel, click its button on the left side of the navigation pane. You can change the view area for the navigation pane, just drag its right border to adjust the width.


#### 2.1.4 Floating Toolbar

Click Hand tool  under the **Home** tab, in this mode, move the cursor to the bottom of your browser, then you will see the floating toolbar as follows:

The floating toolbar displays the common features, such as page turning, zooming, rotating, and page layout changing.

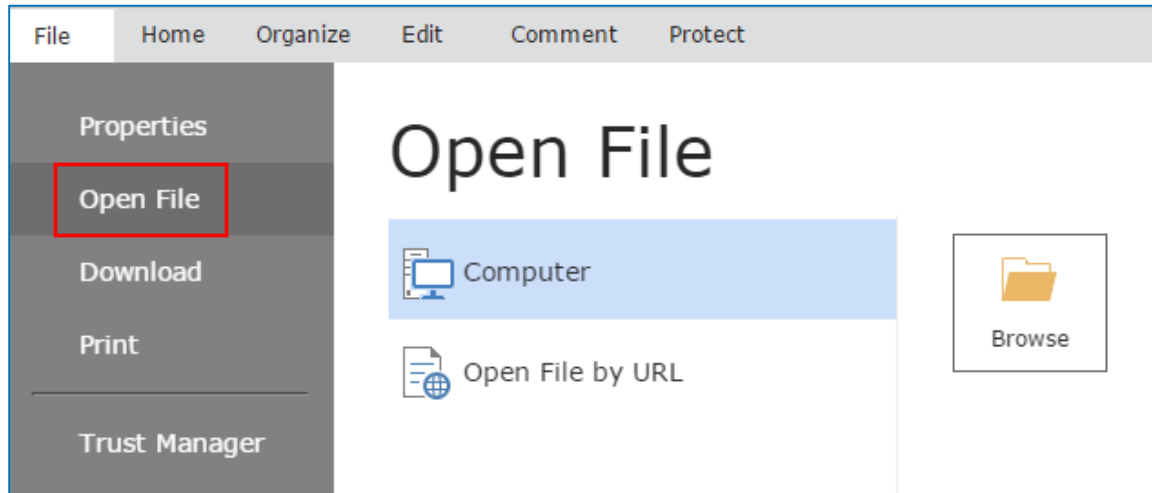


### ***Floating Toolbar***

To show the floating toolbar, click Hand tool  under the **Home** tab, in this mode, move the cursor to the bottom of your browser, then you will see it. If you move the cursor away, the floating toolbar will disappear.

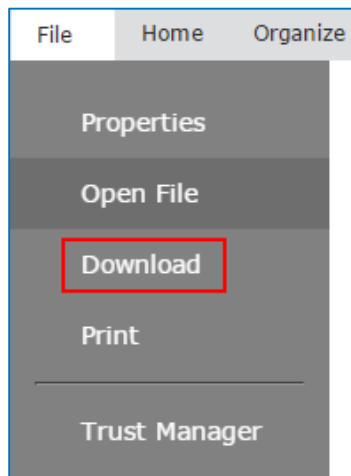
### 2.1.5 Open PDFs

You can open an online PDF file or open a PDF file from your local system by clicking **Open** button under the Home tab, or you can click **File > Open File**, and then choose a local PDF document or enter a URL.



### 2.1.6 Save PDFs

After modifying your PDF, you can save the changes to the original PDF by clicking **File > Download** which will download the modified PDF to your local host.



## 2.2 View PDFs

Web Viewer Demo provides a bunch of features for your journey of PDF reading.

This section will mainly introduce the following contents:

- Page through a document



- View file properties
- Search text
- Adjust page view
- Full screen mode

### 2.2.1 Page through a Document

#### Using the Mouse

##### Middle Mouse Wheel

- Point your cursor in the document.
- Scroll your middle mouse wheel up and down to page through.


##### Right Mouse Button

- Right click on your mouse button and select options on the pop-up context menu.

#### Using the Scroll Bar

- Drag the vertical scrollbar on the right side to page through the document.
- If part of the document is out of visibility, you can use the vertical and horizontal scrollbars to move the document.

#### Using Hand Tool


- Click Hand tool  under the **Home** tab, hold the middle mouse button/wheel mouse button, and then move the mouse to scroll the pages.

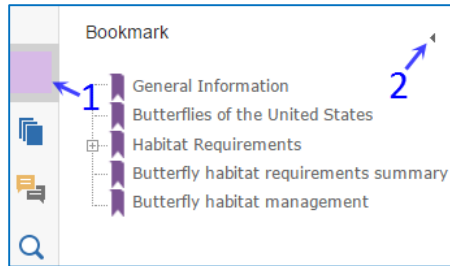
#### Using Keyboard

- Press Up and Down arrow on your keyboard to page through the document.

#### Using Bookmark

The Bookmark pane is located on the left Navigation Pane.


- Click on the bookmark icon  to show the Bookmark panel.
- Click on the plus (+) or minus (-) signs to expand or collapse the bookmarks contents.
- Click on a bookmark to jump directly to a chapter or section in the document.
- Click on left arrow to hide bookmark panel.
- Drag the right border of the pane to resize the bookmark panel.



- 1 Bookmark icon: click it to show bookmark panel.
- 2 Left arrow: click it to hide bookmark panel.

### Using Page Thumbnails

The Page Thumbnails panel can be accessed on the left Navigation Pane.

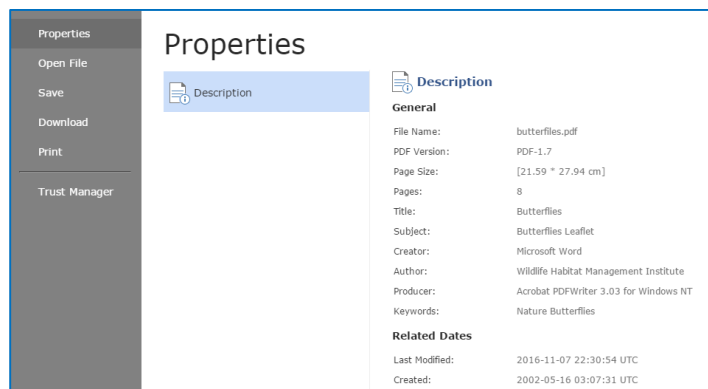
- Click on the thumbnail icon  to show the thumbnails panel.
- Drag the vertical scrollbar or press down Up/Down arrow key to quickly browse page miniatures.
- Click on the left arrow to hide the thumbnails panel.



- 1 Thumbnails icon: click it to show page thumbnails panel.
- 2 Left arrow: click it to hide thumbnails panel.


### 2.2.2 View File Properties

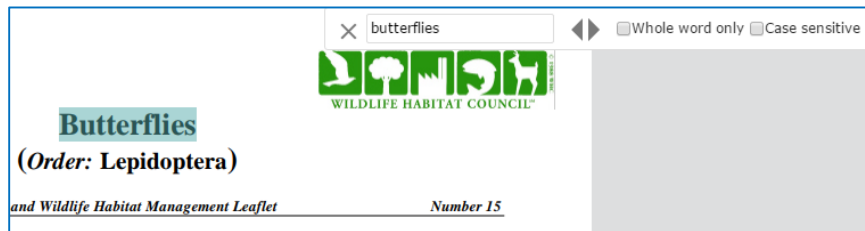
To view PDF file properties, click **File > Properties** on the top toolbar. The following properties image is an example of the default PDF file that Web Viewer Demo uses.




### 2.2.3 Search Text

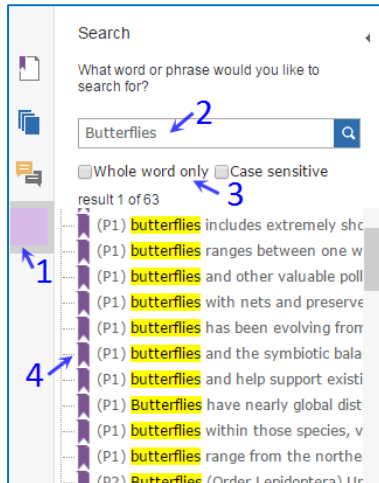
You can search a word, a phrase or sentence. To quickly find text you are looking for one by one, do the following:

- Click anywhere on the document pane, and then press **Ctrl+F** to show the quick search box.
- Tap  to open the search panel.
- In the search box, input the key word or phrase.
- Set the search criteria.
  - 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.
- Press **Enter** to jump to the first instance of the search term, which appears highlighted. You can continuous to press **Enter** to find the next result.



If you want to find all the search results at once, you can do as follows:

- Move your cursor to the left Navigation pane, choose **Search** icon  to open the **Search** panel.
- In the Search box, input the key word or phrase.
- Set the search criteria.
- Press **Enter** button, and then all occurrences will be listed in a tree view with highlight. This will allow you to quickly preview the context and jump to specific locations.



- 1 **Search icon:** click to show the Search panel.
- 2 **Start search:** input text, and press Enter button.
- 3 **Set search criteria:** set the search criteria as desired.
- 4 **Search result list:** List all search instances with page number at the heading of each occurrence. Drag the scroll bar to browse the instances list, click on the specific instance to jump to the destination.

### 2.2.4 Adjust Page View


When viewing a PDF file, you will need to adjust the view of your PDF documents, such as the page magnification and the display of pages.

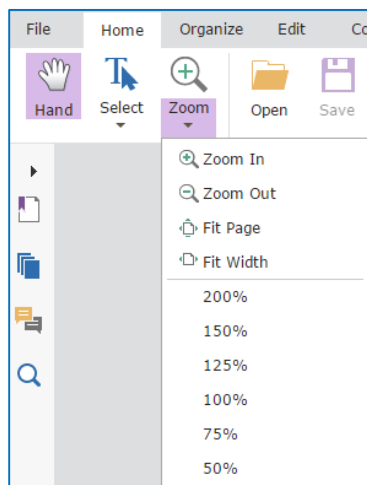
#### 2.2.4.1 Zoom in/out the Page View

Viewing a PDF file smaller than 200MB in file size, you can adjust zoom range from 50% - 1000%. Files greater than 200MB in size, the maximum adjust zoom is limited to 200% considering the server storage and rendering speed.

To zoom in/out the page view, you can do one of the following.

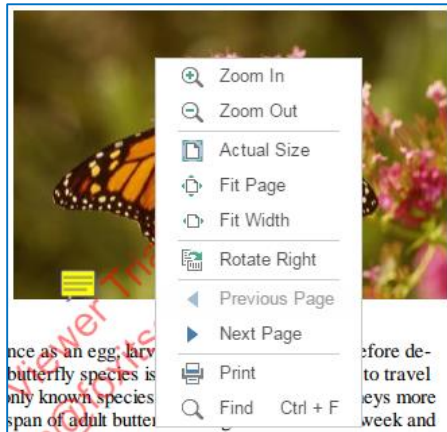
#### Using Zoom button on the toolbar

Click the **Zoom** button icon  under the **Home** tab, choose a zoom value you wish to use. You can also click on the zoom in/out icon to decrease/increase the view.




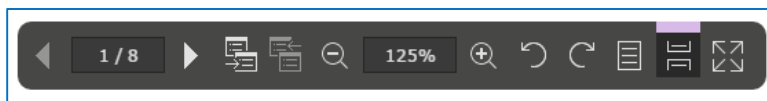
### Using Right-click contextual menu

Right-click on the Document Pane (any location on a page of your PDF document) to show the right-click contextual menu, choose the Zoom In or Zoom Out options to decrease/increase the view.



### Using Floating toolbar

Click Hand tool  under the **Home** tab, in this mode, move the cursor to the bottom of your browser, then you will see the floating toolbar as follows:



Point your cursor to the Zoom Box, choose a zoom value you wish to use. You can also click on the zoom in/out icon to decrease/increase the view.

**Note:** Scroll down the drop down list, there are more values like Fit Width or Fit Page you can choose.

#### 2.2.4.2 *Resizing a Page to Fit the Window*

There are three types for you to choose:

- **Fit Page:** Resize the page to fit entirely in the document pane.
- **Fit Width:** Resize the page to fit the width of the window. Part of the page may be out of view.
- **Actual Size:** Resize the page to its actual size.

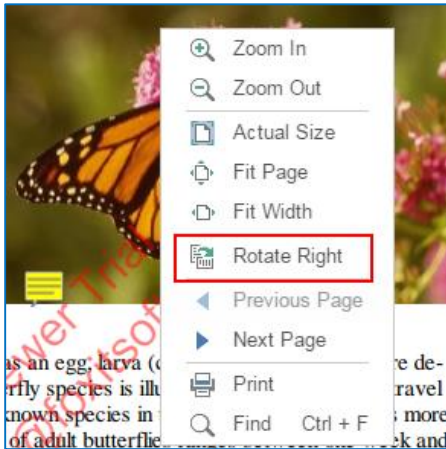
You can right-click the Document Pane, and choose the options as desired.




#### 2.2.4.3 *Adjust the Page Display*

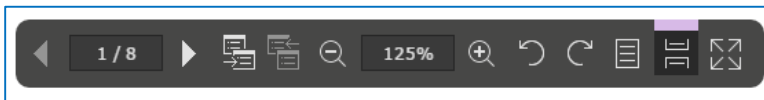
### Changing Page Orientation

To change page orientation, you can do one of the following:

- Right-click on the Document Pane to show the right-click contextual menu, choose Rotate Right option to rotate the pages.






- Click Hand tool  under the **Home** tab, in this mode, move the cursor to the bottom of your browser to show the floating toolbar, and then choose rotate left icon  and rotate right icon  to rotate the pages.



### Changing Page Layout



To change page layout, Web Viewer Demo provides the single page and continuous 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.

Click Hand tool  under the **Home** tab, in this mode, move the cursor to the bottom of your browser to show the floating toolbar, and then choose Single Page icon  and Continuous icon  to set the page layout.

#### 2.2.5 Full Screen Mode

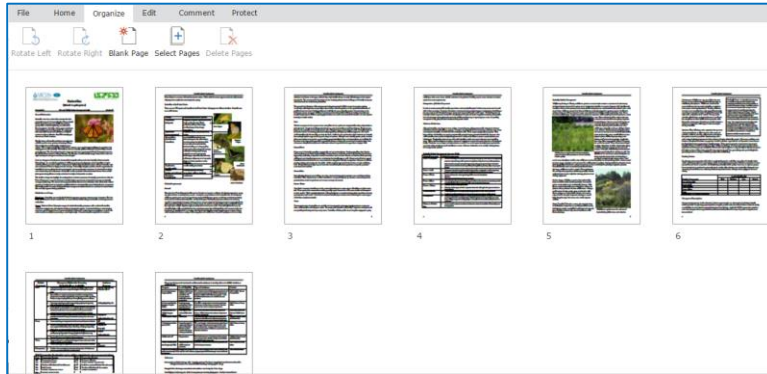
In Full Screen mode, the Document Pane fills the entire screen, with Menu Bar, Toolbar, and Navigation Pane hidden behind.

Click Hand tool  under the **Home** tab, in this mode, move the cursor to the bottom of your browser to show the floating toolbar, and then choose the icon  to start full screen mode.

Press **Esc** to escape the full screen mode.

### 2.3 Organize

You can organize your pages through Web Viewer Demo, which includes rotating, moving, adding, and deleting pages. Click Organize tab, you can see the supported features as follows:





This section will mainly introduce the following contents:

- Rotate pages
- Move a page
- Add a blank page
- Delete pages




#### 2.3.1 Rotate Pages

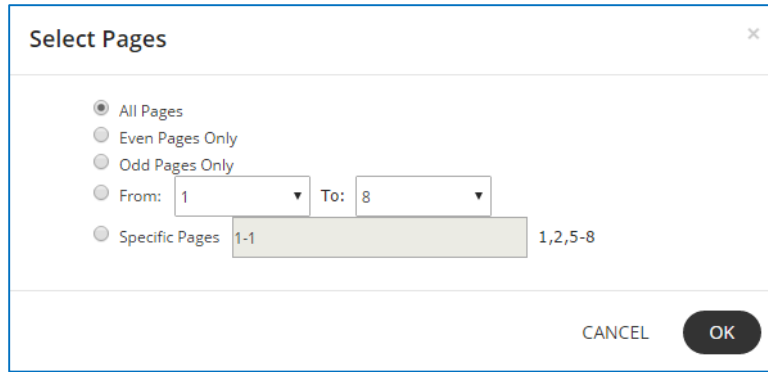
You can rotate all or selected pages in a document.

To rotate one page, do the following:

- Select the page that you want to rotate.
- Choose  or  to rotate the selected page.

To rotate multiple pages, do the following:

- Click Select Pages icon .
- In the pop-up Select Pages dialog box, select the pages that you want to rotate and click OK.
- Choose  or  to rotate the selected page.




### 2.3.2 Move a Page

Web Viewer Demo allows you to move a page within a PDF document.

To move one page, select the page that you want to move, drag and drop the page to the new location.



### 2.3.3 Add a Blank Page

To add a blank page, you only need to click the Blank Page icon , and then a new blank page will be added to the end of the document.



### 2.3.4 Delete Pages

You can delete all or selected pages in a document.

To delete one page, do the following:

- Select the page that you want to delete.
- Click  on the page or Click  under the **Organize** tab to delete the selected page.
- In the pop-up Delete Pages dialog box, click DELETE PAGES.

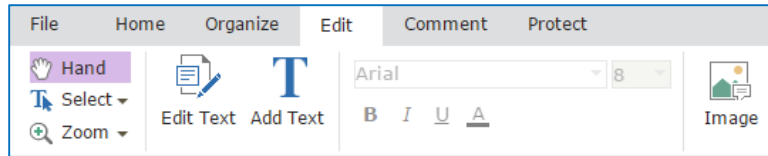
To delete multiple pages, do the following:

- Click Select Pages icon .
- In the pop-up Select Pages dialog box, select the pages that you want to delete and click OK.
- Click  under the **Organize** tab to delete the selected page.
- In the pop-up Delete Pages dialog box, click DELETE PAGES.

## 2.4 Edit

Web Viewer Demo provides the editing features to edit text, add text object, and add images. Click Edit tab, you can see the features as follows:






This section will mainly introduce the following contents:

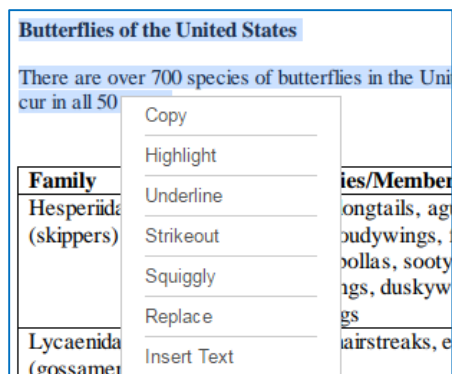
- Select and Copy Text
- Edit text
- Add new text object
- Add an image

### 2.4.1 Select and Copy Text

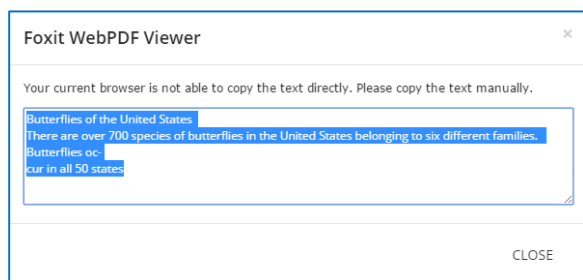
With Web Viewer Demo, you can select text and copy it to other applications.

To select and copy text, choose the Select Text icon  under the **Edit** or **Home** tab, and do the following:

1. Position your cursor to a desired place, click and drag your mouse to select what you want.
2. Right click on the selection, and choose **Copy** in the pop-up contextual menu.




3. If your current browser doesn't allow to copy directly, you will see a pop-up to let you continue the copy. Select the text in the pop-up window, press down **Ctrl + C**, or right click on the highlight and choose **Copy**. Then click **CLOSE** to exit the pop-up without copying.



### 2.4.2 Edit text

You can edit texts in a paragraph like Microsoft Office Word as well as changing their font, font size and color.

To edit texts in a paragraph, do the following:

- Select the Edit Text icon .
- Click on the desired paragraph and double-click to start editing. You can set the font, font size, and font style (including bold, italic, underline and color).

#### ***General Information***

Butterflies have been admired for centuries for their physical beauty and behavioral display. These colorful insects frequent open, sunny wildflower gardens, grassy fields and orchards, feeding on nectar from flowering plants. Butterflies belong to the order Lepi-

### 2.4.3 Add New Text Object

You can add or insert new text object into a PDF document.

To add text object, do the following:

- Select the Add Text icon **T**.
- Click on the location that you want to input the text, and type new text in the position where the cursor is blinking. You can also paste or delete the text you input.
- You can choose the text font format, such as the font, font size, and font style (including bold, italic, underline and color).

#### ***Foxit WebPDF Viewer***


ation, present on every continent except Antarctica. The butterflies in this leaflet belong to six families containing numerous

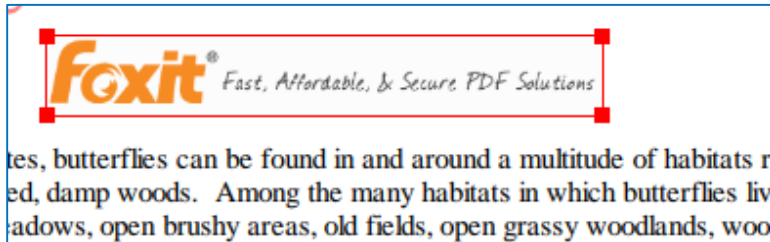
### 2.4.4 Add an Image

You can add an image into a PDF document.

To add an image, do the following:

- Locate the page where you want to insert the image in your document.

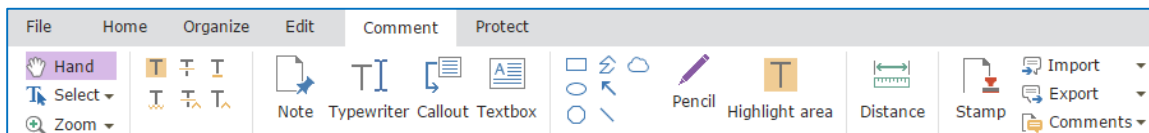
- Select the Image icon .
- Choose the target image file in the Open dialog box and click Open.
- Click on the page to add the image, you can drag the handles of the four corners to resize the image, as well as drag and drop it to a new location.



## 2.5 Comment

Web Viewer demo provides rich annotating features with different functions for you to choose: Text Markup Tools, Pin tools, Typewriter Tools, Drawing Tools, Measure Tools and Stamp Tools. You can add different comments by selecting the annotation tools from the Comment tab. Most of annotations have an adhesive popup window, some are shown up initially, and some are not. You can double click on an annotation to show or hide it.

Click Comment tab, you can see the features as follows:









This section will mainly introduce the following contents:

- Text markup tools
- Sticky notes
- Typewriter tools
- Drawing tools
- Measure tools
- Stamp
- Change the appearance of the comments
- Managing comments






### 2.5.1 Text Markup Tools

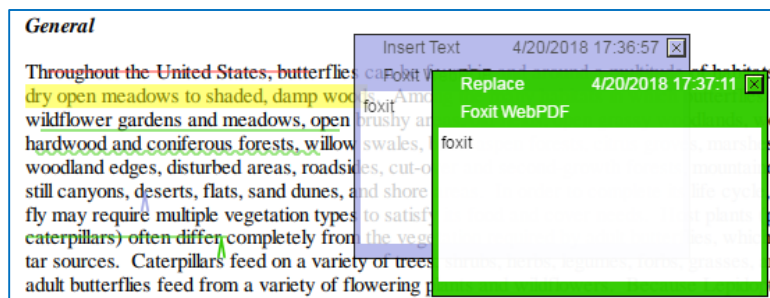
You can use Text Markup tools to indicate where text should be edited or noticed. Text Markups do not change the actual text in the PDF. Instead, they indicate which text should be deleted, inserted,

highlighted or underlined. Text Markup tools include Highlight, Squiggly, Underline, Strikeout, Replace, and Insert.

Button	Tool Name	Description
	Highlight Text	To mark important passages of text with a fluorescent (usually) marker.
	Strikeout Text	To draw a line to cross out text, making others know the text is deleted.
	Underline Text	To draw a line under to indicate emphasis.
	Squiggly Text	To draw a squiggly line under.
	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.

To add a text markup comment, do the following:


- Choose the Highlight , Strikeout , Squiggly , Underline , Insert  tools as desired.
- Click and drag from the beginning of the text you want to mark up.
- Type your comments in the connecting pop-up box. If the pop-up note is not initially shown, double click on the markup to open it.
- Press **Esc** to escape the current mode.



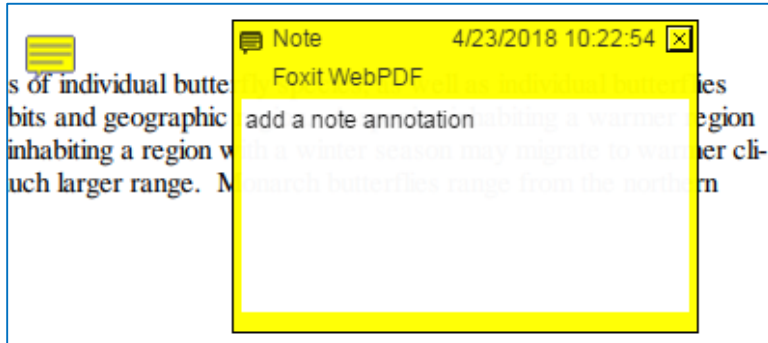
### 2.5.2 Sticky Notes

The Sticky Note pins a note icon on where your mouse clicks on the document and place an adhesive small popup on one side so you can add comments.

To add a note comment, do the following:

- Select the Sticky Note icon  on the toolbar under the Comment tab.

- Click on the page where you would like to add a note. Once clicked, a yellow note icon appears and a popup window comes out on one side of your page.
- Double click on the connecting pop window to write notes.




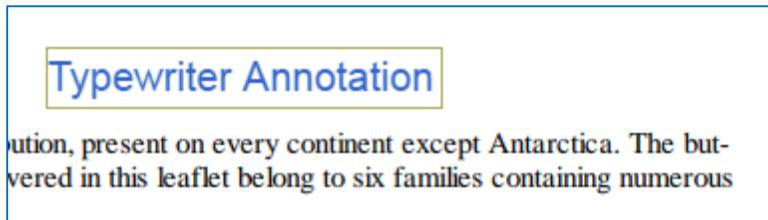
### 2.5.3 Typewriter Tools

The Typewriter tools includes Typewriter, Callout, and Textbox.

#### 2.5.3.1 *Typewriter*


To add comments with typewriter, do the following:

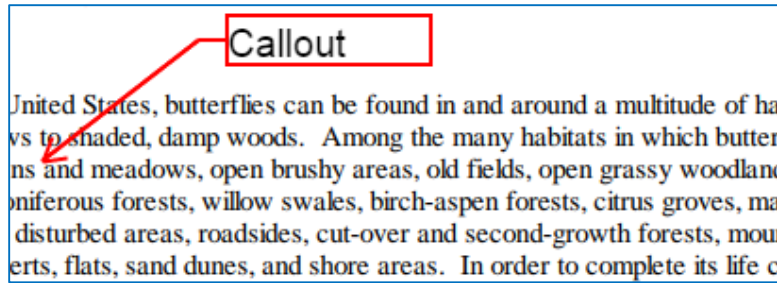
- Choose Typewriter icon  on the toolbar under Comment tab.
- Click on a page where you would wish to add text.
- Type your comments.
- Press Esc to escape the current mode.



#### 2.5.3.2 *Callout*


To add comments with callout, do the following:

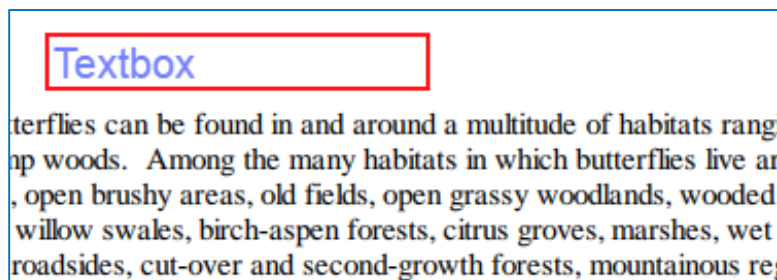
- Choose Callout icon  on the toolbar under Comment tab.
- Click on a page where you would wish to add text.
- Type your comments.
- Press Esc to escape the current mode.



### 2.5.3.3 Textbox






To add comments with textbox, do the following:





- Choose Textbox icon  on the toolbar under Comment tab.
- Click on a page where you would wish to add text.
- Type your comments.
- Press Esc to escape the current mode.



### 2.5.4 Drawing Tools

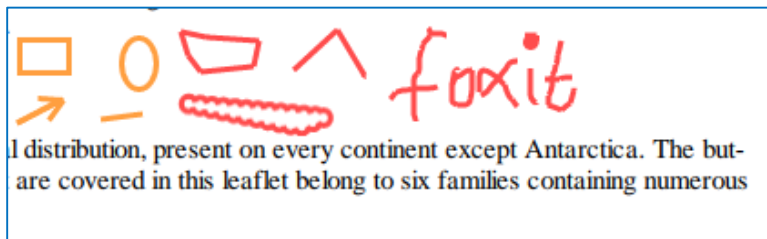
Web Viewer Demo offers you tools to create types of shapes like Rectangle, Oval, Polygon, Polyline, Line, Arrow, Cloud and Pencil. With one of the tools selected, you can click to draw a desired shape, and make comments on the adhesive popup.

Button	Tool Name	Description
	Rectangle	To draw a four-sided plane figure with four right angles. Press Shift key to draw a square.
	Oval	To draw an oval shape or a circle with pressing Shift key.
	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.
	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.
	Cloudy	To draw cloudy shapes.
	Pencil	To draw free-form shapes.
	Highlight Area	To mark important area as a means of memory retention or for later reference.

To add a drawing markup comment, do the following:


- Choose the shape annotation icon on the toolbar under the Comment tab.
- Click and drag to make a shape you want to mark up.
- Type your comments in the connecting popup. If the popup is not initially shown, double click on the shape to open it.
- Press Esc to escape the current mode.

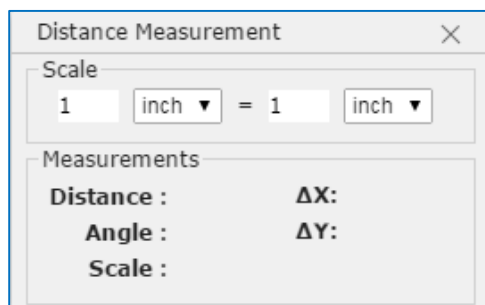


### 2.5.5 Measure Tools

Web Viewer Demo supports distance tool to measure object height and length.

To measure the distance between two points, do the following:

- Select the **Distance** tool icon  on the toolbar.
- Once selected, the horizontal and vertical ruler comes out, and the Distance Measurement window appears on the right lower side of the page, where you can change Scale and distance information.



- Click to draw the distance line. Click the first point, move the pointer to the second point, and click again. The measurements will appear on the page.


**Note:** During measuring a distance, you can click to finish or press **Esc** to cancel, or right click and choose **Complete Measurement** or **Cancel Measurement**.

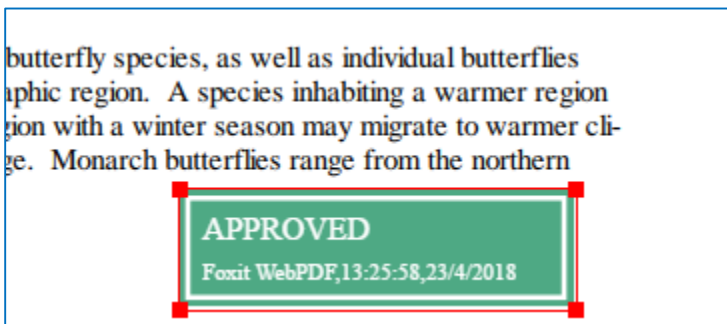


### 2.5.6 Stamp

With Stamp features, you can apply standard, dynamic stamps to your document. Stamping PDF files is a very useful feature especially when you need to give reviewers some advices about the document's status or sensitivity.

To add a standard or dynamic stamp, do the following:

- Click the stamp tool icon  on the toolbar under the Comment tab, and choose a stamp from the menu.
- Click on the position where you want to place the stamp.
- Press Esc to escape the current mode.



### 2.5.7 Change the Appearance of Comments

You can change the color and appearances of comments or markups after you create them by right-clicking the comment and choosing **Properties**. Also, you can set the new look as the default appearance for that tool.

To change the appearance of the comments, do the following:

- Select Hand tool or the intended annotation tool.

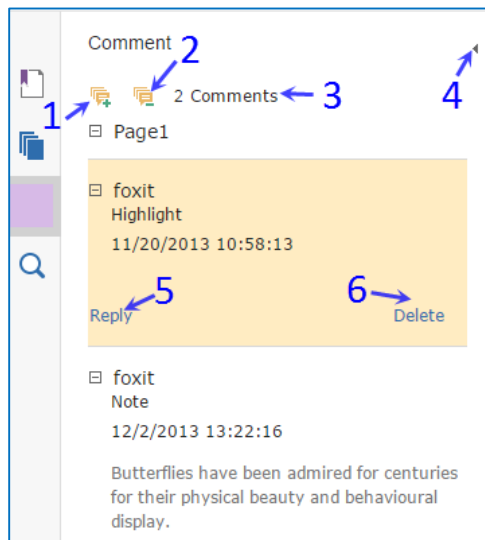


- Right click on an annotation you would like to change properties, and choose **Properties**.
- Make the changes you want.
- Enable the option "Set current properties as default" will apply your current annotation style to all the afterward created annotations.
- Click on **Close** to finish.

### 2.5.8 Managing Comments


#### 2.5.8.1 *Comments Panel*

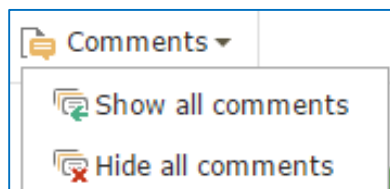
All the annotations and comments you created on the document are listed in the Comments Panel. During navigating comments, you can use the **Expand** or **Collapse** icon to unfold or pack up all comments on each page. You can also reply or delete a comment.



1. **Expand:** Unfold all annotations on each page.
2. **Collapse:** pack up all annotations on each page.
3. **Comments:** List number of created comments.
4. **Left Arrow:** Click to hide the annotation pane.
5. **Reply:** Click to enter your comments.
6. **Delete:** Click to delete the current comment, or cancel replying.

#### 2.5.8.2 *Show/Hide all Comments*

To show or hide all comments on the document, choose the Comment icon  on the toolbar under the Comment tab, choose **Show all comments** or **Hide all comments** options to show or hide all of the comments on the document.



**Note:** The comments displayed on the Comments panel will be synchronously shown or hidden with the settings.


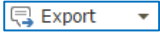
### 2.5.8.3 *Reply to Comments or Delete Comments*

To reply to comments or delete comments, you can do one of the following:

1. Select the annotation that you want to reply or delete, right-click it and choose **Reply** to input the texts in the Reply fields, or choose **Delete** to delete it.
2. Open the Comments Panel, click on a listed annotation you want to reply or delete, click **Reply** to input the texts in the Reply fields, or Click **Delete** to delete it.

### 2.5.8.4 *Import/Export Comments Data*

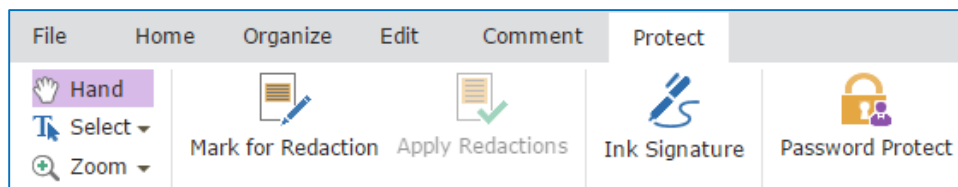
When working with a form, you can choose to import/export form data from/as FDF or XFDF.

- To import form data, click the Import icon , choose **Import FDF** or **Import XFDF**, navigate to where the desired file is, and press Open.
- To export comments data, click the Export icon , choose **Export FDF** or **Export XFDF**, navigate to where you want to save the FDF or XFDF file (e.g., your Document folder).

## 2.6 Protect

The security feature of PDF gives you an exceptional control over your PDF files. To provide adequate protection for PDF's contents, you can encrypt and secure PDF files to prevent unauthorized access, restrict sensitive operations, etc.

Click Protect tab, you can see the features as follows:



This section will mainly introduce the following contents:



- Redaction
- Ink Signature
- Password Protection

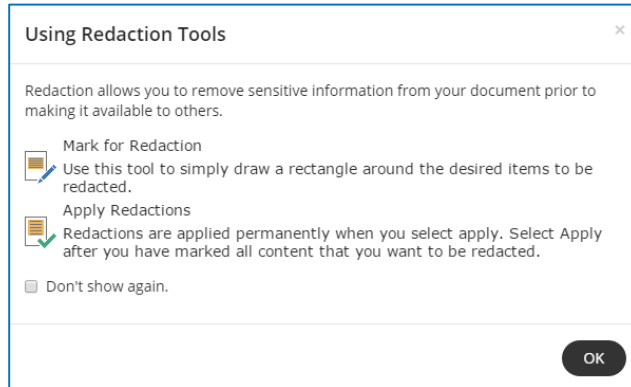
### 2.6.1 Redaction

The redaction feature allows you to remove sensitive information from your document prior to making it available to others. You are able to mark the text or graphics for Redaction first, and then apply the redaction.

### 2.6.1.1 *Mark for Redaction*

To mark the text or graphics for redaction, do the following:

- Select the Mark for Redaction icon  on the toolbar under Protect tab, and click **OK** on the pop-up dialog box. Then the Hand command changes into a Cross  automatically.



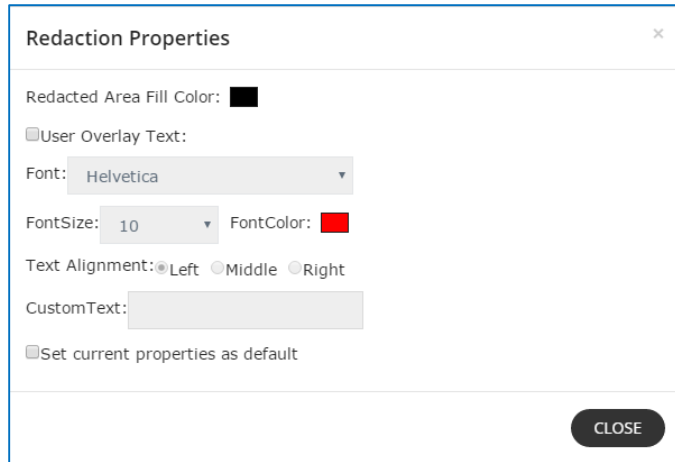
- Hold the pointer over the text or image you want to redact and drag a rectangle around it.
- The selected area will be in a red rectangle, and the rectangle will be filled with black color once moving the pointer to the selected area.

### 2.6.1.2 *Set Redaction Properties*

You can set redaction properties, such as the Fill color, overlay text, font, font size, and so forth. Only before you apply the redaction can you set the properties.


To set redaction properties, do the following:

- Right-click the marked area and choose **Properties** and the Redaction Properties dialog box pops up.
- Make the changes you want.
- Enable the option "Set current properties as default" will apply your current settings to all the afterward redaction.



### 2.6.1.3 *Apply Redactions*


You need to apply the redactions after marking the text or graphics you want to redact. To apply the redaction, do the following:

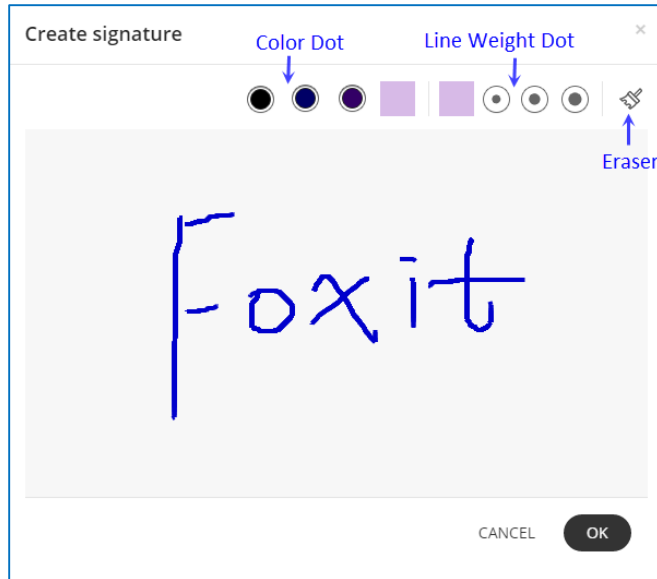
- Select the Apply Redactions  on the toolbar under the Protect tab. You can also do this by right-clicking the marked content and choosing **Apply** or **Apply All** to redact either the selected content or all of the marked content in the document.
- A dialog box pops up to give a warning message and asks if you are sure to apply the redaction or not.
- Select **OK** after you have marked all content that you want to redact.

### 2.6.2 Ink Signature

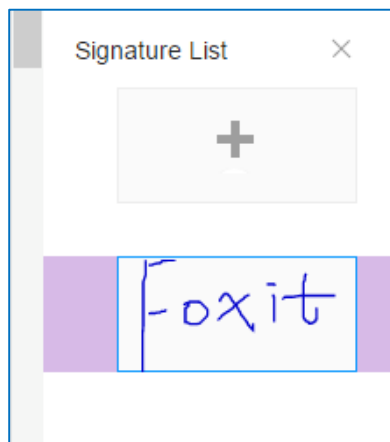
The ink signature feature allows you to draw your own style signature and place it on your document. You can create a list of signatures for different use cases.

To create an ink signature, do the following:

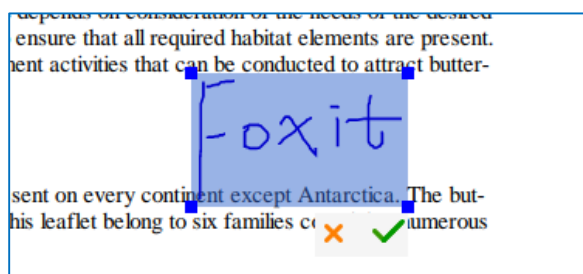
- Select the Ink Signature  on the toolbar under the Protect tab. Then you can see the drawing board pop up on your screen.
- Select a type of color dot and line weight dot, drag your mouse to draw a free signature. To re-draw, choose **Eraser**.



- Once completing, click on **OK** to add your calligraphy to the Signature List panel which is in the right side of the document pane.

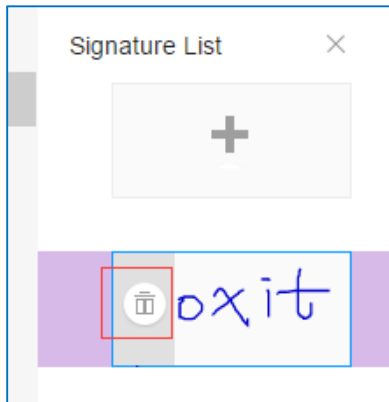


- Click the created signature in the Signature List panel, drag it to the location where you want to place the signature. Click ☒ to add the ink signature to your document.



To delete an ink signature, do the following:

- Click on the signature thumbnail that you do not want in the Signature list, and choose **Delete** button.




### 2.6.3 Password Protection

You can add a password to a PDF to limit access and restrict certain features, such as printing, copying and editing.

There are two kinds of passwords that could be applied to a PDF file: a **Document Open password** and a **Permissions password**. When you set a Document Open password, anyone who tries to open the PDF must type in the password that you specified. When you set a Permissions password, anyone who wants to change the restrictions must type the Permissions password. Please note that if a PDF is secured with both types of passwords, it can be opened with either password, but only the Permissions password allows you to change the restrictions.

**Tip:** *There's no way out to recover password from the PDF if you forgot it. To keep a backup copy of the PDF that is not password-protected is a good choice.*

Click the Password Protect icon  on the toolbar under the Protect tab. You can see the Password Protection dialog box pop up on your screen.

The 'Password Protect' dialog box contains the following sections:

- Password Settings:** Two text boxes labeled 'Password Input' and 'Password Confirm', both with a placeholder '6-20 characters'.
- Document Restriction Settings:** A checkbox labeled 'Add Document Restriction'.
- Permission Specification:** A list of permissions: 'Printing: High Resolution', 'Accessibility: Allowed', 'Copying: Allowed', and 'Changes: Any except extracting pages'. A 'PERMISSION' button is located to the right of this list.
- Encrypt Settings:** Radio buttons for 'Encryption Algorithm' with options '128-bit AES', '256-bit AES' (selected), and '128-bit ARC-FOUR'. A checkbox labeled 'Don't encrypt metadata' is also present.
- Buttons:** 'CANCEL' and 'OK' buttons at the bottom right.

To add document open password, type a password in the following textbox:

This section shows the 'Password Settings' area with two text boxes: 'Password Input' and 'Password Confirm'. Both boxes contain six dots, indicating masked input.

To add document restriction settings, check **Add Document Restriction** box, click **OK** on the pop-up warning dialog box, type a password in the textbox as below.

This section shows the 'Document Restriction Settings' area. The 'Add Document Restriction' checkbox is checked. Below it are the 'Password Confirm' and 'Password Input' text boxes, both containing six dots. The 'Permission Specification' list is visible, and the 'PERMISSION' button is highlighted.

### Permission Specification

Click the **PERMISSION** button, the **Permission settings** dialog box will pop up as follows. In the **Permission settings** dialog box, check **Restrict printing and editing of the document and its security settings** and then select the options as needed.

**Print Allowed** – specifies the level of printing which users are allowed for the PDF.

- A. Low resolution (150dpi) – allows users to print at no higher than 150-dpi resolution.
- B. High resolution – allows users to print with any resolution.

**Changes Allowed** – specifies the level of printing which users are allowed for the PDF.

- A. **Inserting, deleting, and rotating pages** – allows users to insert, delete, and rotate PDF pages.
- B. **Filling in forms and signing existing signature fields** – allows users to fill in forms and sign documents in existing signatures fields.
- C. **Commenting, filling form and signing existing signature fields** – allows users to add comments, fill in forms and sign documents in existing signatures fields.
- D. **Any except extracting pages** – allows users to do any operation but extract pages.

**Enable copying of text, images, and other content** – allows users to copy content in PDFs.

**Enable text access for screen reader devices for the visually impaired** – allows the visually impaired users to access text with screen reader devices.

Permission

☒ Restrict printing and editing of the document and its security settings

Permissions

Printing Allowed: High Resolution

Changes Allowed: Any except extracting pages

☒ Enable copying of text, images, and other content

☒ Enable text access for screen reader devices for the visually impaired

CANCEL OK

### Encrypt Settings

**Encryption Algorithm** – defines data transformations that cannot be easily reversed by unauthorized users. Web Viewer supports 128-bit AES, 256-bit AES and 128-bit ARC-FOUR.

**Don't encrypt metadata** – encrypts the contents of a PDF but still allow search engines access to the document metadata.

Encrypt Settings:

Encryption Algorithm: ☐ 128-bit AES ☒ 256-bit AES ☐ 128-bit ARC-FOUR

☐ Don't encrypt metadata

After setting the permissions as desired, click **OK** on the Password Protection dialog box and save the document to make setting take effect.

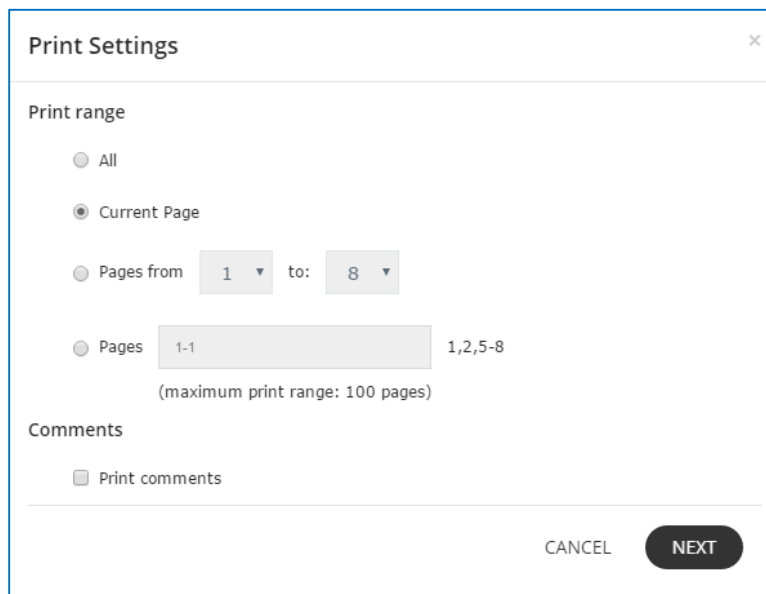


### 2.7 Print

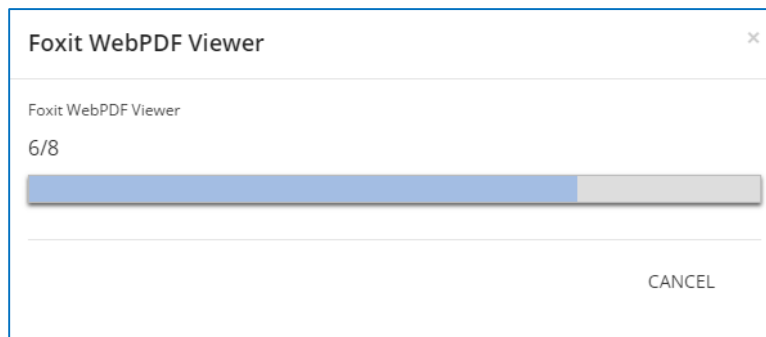
You can print all pages of the current loaded PDF file or a range of pages with or without comments. The maximum allowed number of one print task are 100 pages.

To print the current active file, do the following:

- Click **File > Print**, and the Print Settings window appears where you can specify page ranges for the print task. By default the **Current Page** is checked. If the current document exceeds 100 pages, the first 100 pages will be printed. To print the left, do the print again.

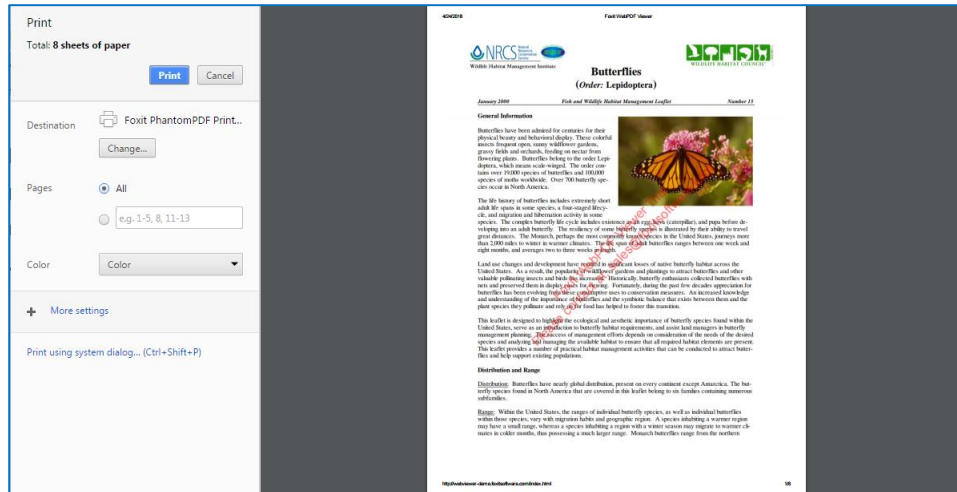


- Check **Print Comments** if you want comments to be included in the output file.
- Click **Next** to proceed.
- You can see a progress message appears as follows. The time length depends on the output page numbers you specified and file size. You can click **Cancel** to abort the print.



- Once the progress bar completes, the Print dialog box pops up by which you can set up available print settings.

# End User Guide



- Click **Print** to start.

## 3 WEB VIEWER DEMO ON MOBILE

When using Web Viewer Demo on a mobile device, you can access the Web Demo in your mobile browser at <http://{ip}:{port}/mobile.html>. If you have used the default settings. The default demo file will be loaded.

### 3.1 Getting Started

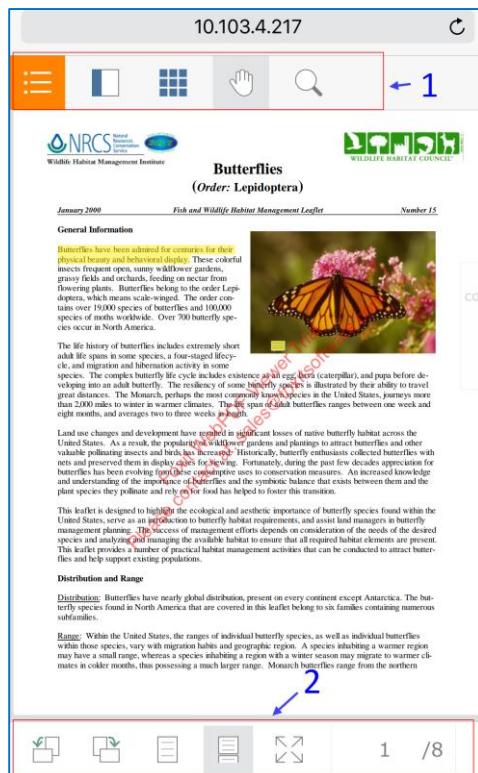
The features of Web Viewer Demo in Mobile are similar to the desktop version.

This section will mainly introduce the following contents:

- The workspace basics for Web Viewer Demo including toolbar, right-click contextual menu and navigation panels.
- Open PDFs.
- Save PDFs

#### 3.1.1 Toolbar

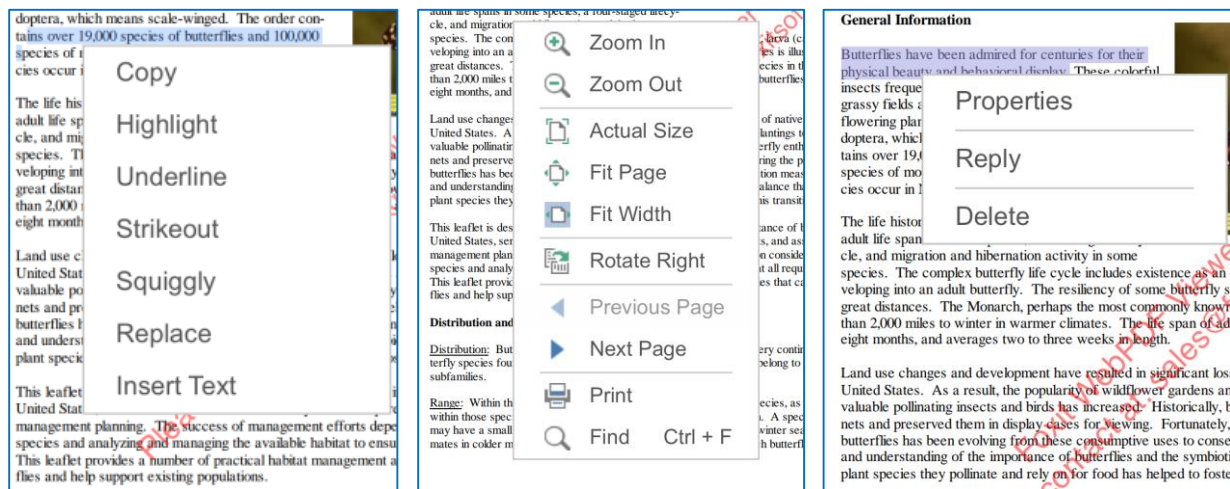
The following picture shows the toolbars of Web Viewer Demo, in which the bottom toolbar is similar to the floating toolbar in desktop version.



### 3.1.2 Contextual Menu


Web Viewer demo provides a list of feature options in the Contextual Menu (See the following figures).





Operation	Description
<b>On the view</b>	Change the zoom level, navigate to the previous/next page, rotate page, print document, or find a keyword in the PDF document.
<b>On selected text</b>	Copy, Highlight, underline, strikeout, squiggle, replace and insert text.
<b>On annotation</b>	Delete, reply to or set properties (color) of the selected annotation.

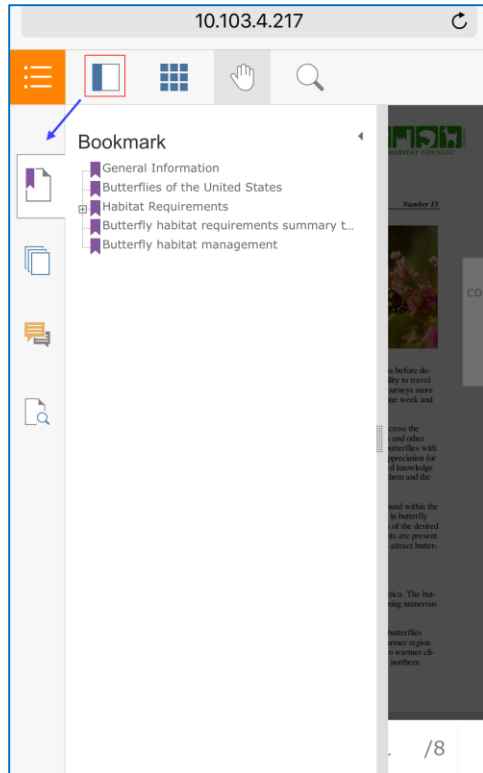


### Contextual Menu


### 3.1.3 Navigation Panels

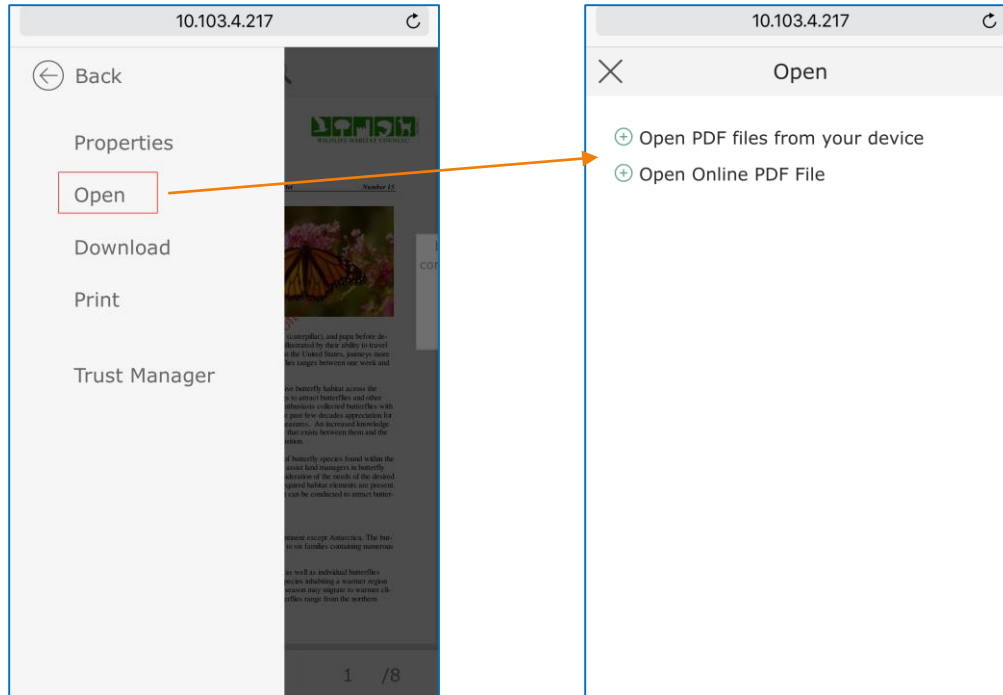
Tap  on the top toolbar to show the navigation pane which provides easy access to various panels.

Panel	Name	Description
	Bookmark	View document bookmarks.
	Thumbnail	View page thumbnails.
	Comments	View document comments. Expand all comments individually or collapse all comments in the panel. You can also edit the text of a pop-up note (highlight/underline/strikeout/squiggle/pencil/note/line/arrow/rectangle/oval/stamp), reply or delete a comment from the list.
	Search	Search text in the current document, and all instances will be listed after the search is finished.




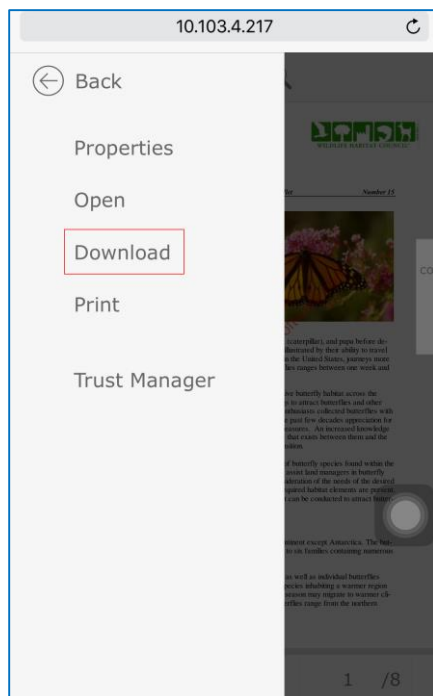
### 3.1.4 Open PDFs

You can open an online PDF file or open a PDF file from your device. Tap  on the top toolbar, select **Open > Open PDF files from your device/Open Online PDF File** to choose a local PDF document or enter a URL.



### 3.1.5 Save PDFs

After modifying your PDF, you can save the changes to the original PDF. Tap  on the top toolbar, choose **Download** to download the modified PDF to your device.



### 3.2 View PDFs

Web Viewer Demo provides a bunch of features for your journey of PDF reading.

This section will mainly introduce the following contents:


- Page through a document
- View file properties
- Search text
- Adjust page view
- Full screen mode


#### 3.2.1 Page through a Document

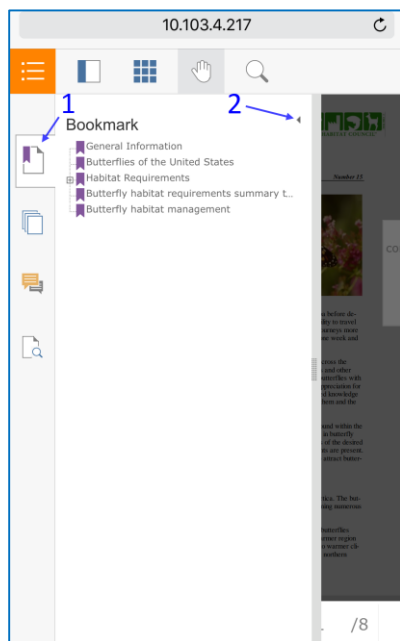
##### Using your Finger

- Under Hand 🖐 mode, switch pages by swiping up or down with your finger on the screen.

##### Using Bookmark


Tap  on the top toolbar to show the navigation pane.


- Tap the bookmark icon  to show the Bookmark panel.
- Tap the plus (+) or minus (-) signs to expand or collapse the bookmarks contents.
- Tap a bookmark to jump directly to a chapter or section in the document.
- Tap the left arrow to hide bookmark panel.

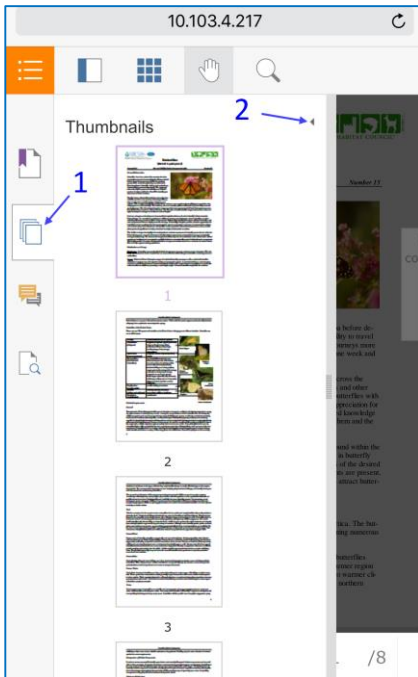


- 1 Bookmark icon: Tap it to show bookmark panel.
- 2 Left arrow: Tap it to hide bookmark panel.

### Using Page Thumbnails

Tap  on the top toolbar to show the navigation pane.


- Tap the thumbnail icon  to show the thumbnails panel.
- Swipe up or down to quickly browse page miniatures.
- Tap the left arrow to hide the thumbnails panel.



1 Thumbnails icon: Tap it to show Page thumbnails panel.

2 Left arrow: Tap it to hide thumbnails panel.


### 3.2.2 View File Properties

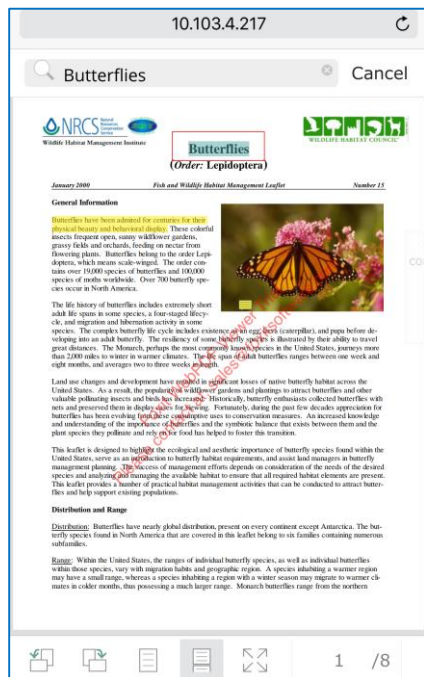
To view PDF file properties, tap  on the top toolbar, select **Properties**. The following properties image is an example of the default PDF file that Web Viewer Demo uses.



10.103.4.217		↻
✕ File information		
File Name:	butterflies.pdf	
Path:	http://10.103.4.217:8989/docs/sample/butterflies.pdf	
Size:	1.39MB	
Author:	Wildlife Habitat Management Institute	
Subject:	Butterflies Leaflet	
Created:	2002-05-16 03:07:31 UTC	
Last Modified:	2016-11-07 22:30:54 UTC	




## 3.2.3 Search Text

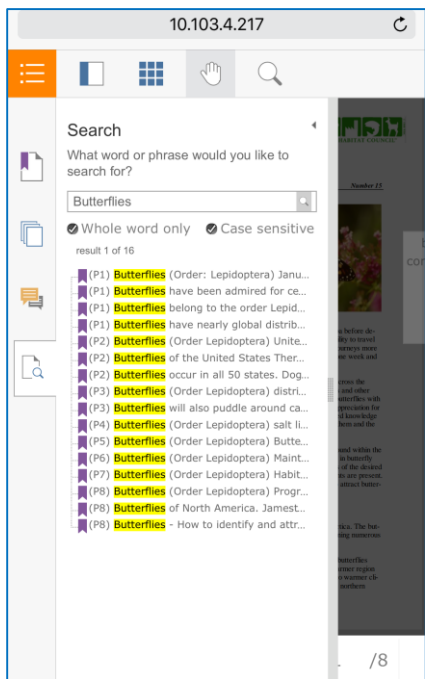
To quickly find text you are looking for one by one, tap  on the top toolbar, input the text, and tap **return** or **go** depending on your device, then it will jump to the first instance of the search term, which appears highlighted as follows:



Continue to tap **return** or **go** to find the next result.

If you want to find all the search results at once, you can do as follows:

- Tap  on the top toolbar to show the navigation pane.
- Tap  to open the search panel.
- In the search box, input the key word or phrase.
- Set the search criteria.
  - 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.
- Tap  next to the search box, and then all occurrences will be listed in a tree view with highlight. This will allow you to quickly preview the context and jump to specific locations.



### 3.2.4 Adjust Page View

When viewing a PDF file, you will need to adjust the view of your PDF documents, such as the page magnification and the display of pages.

#### 3.2.4.1 Zoom in/out the Page View


Viewing a PDF file smaller than 200MB in file size, you can adjust zoom range from 50% - 1000%. Files greater than 200MB in size, the maximum adjust zoom is limited to 200% considering the server storage and rendering speed.

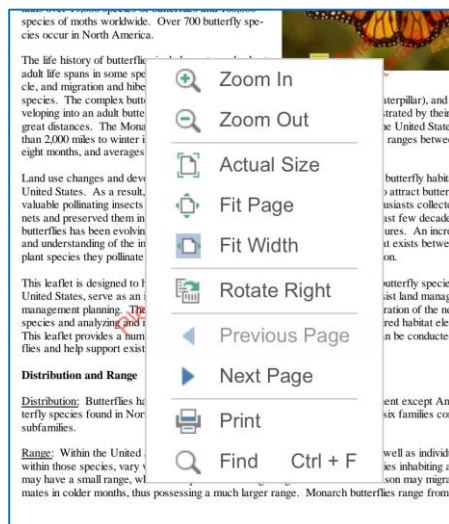
To zoom in/out the page view, you can do one of the following.

### Using two-finger

Use two-finger pinch and stretch gesture or double tapping on the screen to zoom in or out a document.

### Using contextual menu

Click Hand tool  under the **Home** tab, in this mode, tap and hold anywhere on the PDF document to show the contextual menu, and then choose the Zoom In or Zoom Out options to decrease/increase the view.



#### 3.2.4.2 Resizing a Page to Fit the Window

There are three types for you to choose:

- **Fit Page:** Resize the page to fit entirely in the document pane.
- **Fit Width:** Resize the page to fit the width of the window. Part of the page may be out of view.
- **Actual Size:** Resize the page to its actual size.

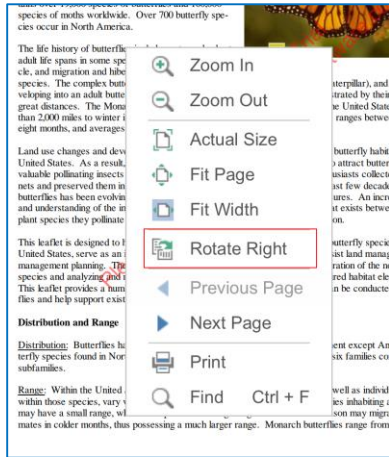
You can tap and hold anywhere on the PDF document to show the contextual menu, and choose the options as desired.

#### 3.2.4.3 Adjust the Page Display

### Changing Page Orientation

To change page orientation, you can do one of the following:

- Tap and hold anywhere on the PDF document to show the contextual menu, and choose Rotate Right option to rotate the pages.





- Tap  or  on the bottom toolbar to rotate the pages.



### Changing Page Layout


To change page layout, We Viewer Demo provides the single page and continuous 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.

Tap  or  on the bottom toolbar to set the page layout.



### 3.2.5 Full Screen Mode

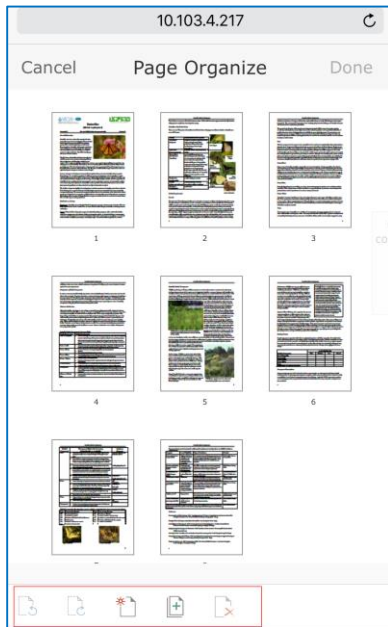
In Full Screen mode, the Document Pane fills the entire screen, with Menu Bar, Toolbar, and Navigation Pane hidden behind.

Tap  on the bottom toolbar to start full screen mode.

Press **Esc** to escape the full screen mode.

### 3.3 Page Organize

You can organize your pages through Web Viewer Demo, which includes rotating, moving, adding, and deleting pages. Tap  on the top toolbar, and tap page organize icon , then you can see the supported features as follows:





This section will mainly introduce the following contents:

- Rotate pages
- Move a page
- Add a blank page
- Delete pages


#### 3.3.1 Rotate Pages



You can rotate all or selected pages in a document.

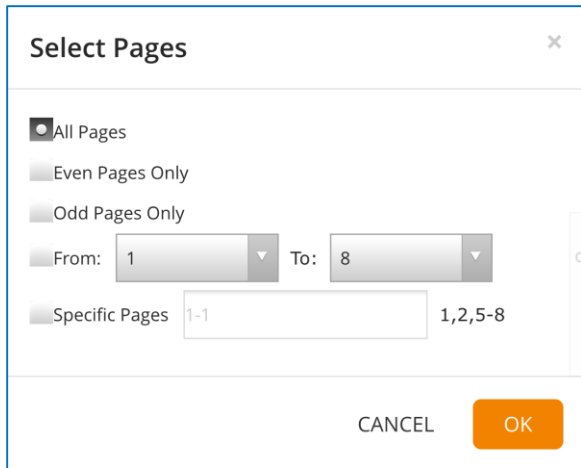
To rotate one page, do the following:

- Tap the page that you want to rotate.
- Choose  or  to rotate the selected page.

To rotate multiple pages, do the following:

- Tap Select Pages icon .
- In the pop-up Select Pages dialog box, select the pages that you want to rotate and click **OK**.

- Choose  or  to rotate the selected page.




### 3.3.2 Move a Page

Web Viewer Demo allows you to move a page within a PDF document.

To move one page, tap the page that you want to move, drag and drop the page to the new location.



### 3.3.3 Add a Blank Page

To add a blank page, you only need to tap the Blank Page icon , and then a new blank page will be added to the end of the document.



### 3.3.4 Delete Pages

You can delete all or selected pages in a document.



To delete one page, do the following:

- Tap the page that you want to delete.
- Tap  on the page or tap  on the bottom of the page to delete the selected page.
- In the pop-up Delete Pages dialog box, click **DELETE PAGES**.

To delete multiple pages, do the following:

- Click Select Pages icon .
- In the pop-up Select Pages dialog box, select the pages that you want to delete and click **OK**.
- Tap  on the bottom of the page to delete the selected page.
- In the pop-up Delete Pages dialog box, click **DELETE PAGES**.

### 3.4 Edit

Web Viewer Demo provides the editing features to edit text, add text object, and add images. Tap  on the top toolbar, and tap Edit icon , then you can see the features as follows:



This section will mainly introduce the following contents:

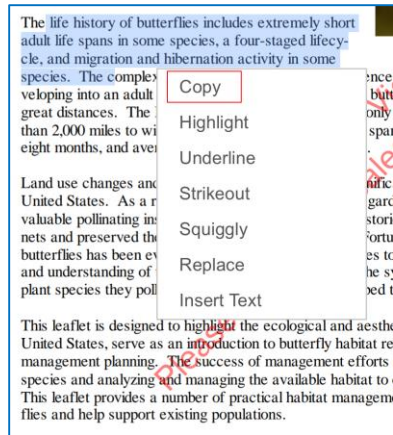
- Select and Copy Text
- Edit text
- Add new text object
- Add an image

#### 3.4.1 Select and Copy Text

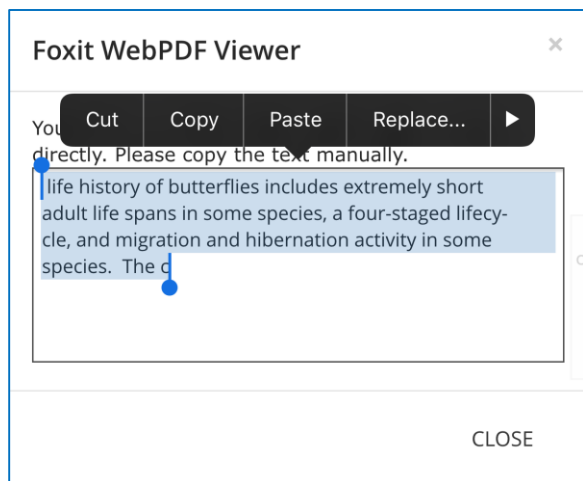
With Web Viewer Demo, you can select text and copy it to other applications.

To select and copy text, do the following:

1. Tap and drag your finger to select what you want.
2. After dragging, choose **Copy** in the pop-up contextual menu.




3. If your current browser doesn't allow to copy directly, you will see a pop-up to let you continue the copy. Select the text in the pop-up window, and tap **Copy**. Tap **CLOSE** to exit the pop-up without copying.



### 3.4.2 Edit text

You can edit texts in a paragraph like Microsoft Office Word as well as changing their font, font size and color.

To edit texts in a paragraph, do the following:

- Tap the Edit Text icon .
- Tap on the desired paragraph and double-tap to start editing. You can set the font, font size, and font style (including bold, italic, underline and color).




### **General Information**

Butterflies have been admired for centuries for their physical beauty and behavioral display. These colorful insects frequent open, sunny wildflower gardens, grassy fields and orchards, feeding on nectar from flowering plants. Butterflies belong to the order Lepidoptera, which means scale-winged. The order con-

#### 3.4.3 Add New Text Object

You can add or insert new text object into a PDF document.

To add text object, do the following:

- Tap the Add Text icon .
- Tap on the locaiton that you want to input text, and type new text in the position. You can also paste or delete the text you input.
- You can choose the text font format, such as the font, font size, and font style (including bold, italic, underline and color).



### **Foxit WebPDF Viewer**

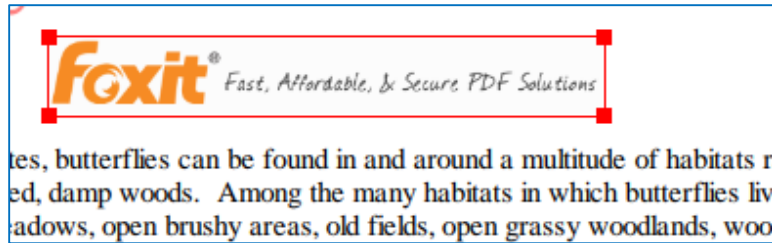
distribution, present on every continent except Anta  
are covered in this leaflet belong to six families con

#### 3.4.4 Add an Image



You can add an image into a PDF document.

To add an image, do the following:

- Locate the page where you want to insert the image in your document.
- Tap  to show more features about editing. Tap the Image icon .
- Choose an image file from Cembra or Photo Library or iCloud Drive (for iOS device).
- Tap on the page to add the image, you can drag the handles of the four corners to resize the image, as well as drag and drop it to a new location.



### 3.5 Comment

Web Viewer demo provides rich annotating features with different functions for you to choose: Text Markup Tools, Pin tools, Typewriter Tools, Drawing Tools, Measure Tools and Stamp Tools. You can add different comments by selecting the annotation tools. Tap  on the top toolbar, and tap Comment icon , then you can see the features as follows:









This section will mainly introduce the following contents:







- Text markup tools
- Sticky notes
- Typewriter tools
- Drawing tools
- Measure tools
- Stamp
- Change the appearance of the comments
- Managing comments

### 3.5.1 Text Markup Tools

You can use Text Markup tools to indicate where 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 Highlight, Squiggly, Underline, Strikeout, Replace, and Insert.

Button	Tool Name	Description
	Highlight Text	To mark important passages of text with a fluorescent (usually) marker.
	Strikeout Text	To draw a line to cross out text, making others know the text is deleted.
	Underline Text	To draw a line under to indicate emphasis.
	Squiggly Text	To draw a squiggly line under.
	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.

To add a text markup comment, do the following:

- Tap  on the bottom toolbar, choose the Highlight , Strikeout , Squiggly , Underline , Insert  tools as desired.
- Tap and drag from the beginning of the text you want to mark up.










#### Distribution and Range

Distribution: ~~Butterflies~~ have nearly global distribution, present on every fly species found in North America that are covered in this leaflet subfamilies.


Range: Within the United States, the ranges of individual butterfly species within those species, vary with migration habits and geographic region may have a small range, whereas a species inhabiting a region with a mates in colder months, thus possessing a much larger range. Monarch

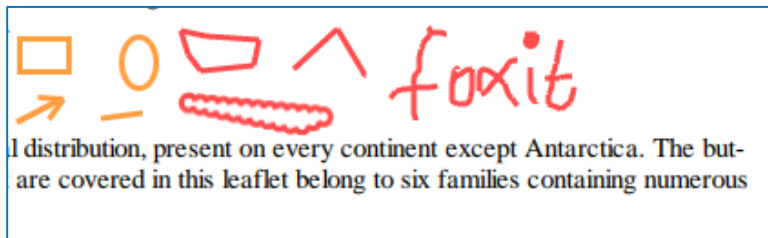
### 3.5.2 Drawing Tools

Web Viewer Demo offers you tools to create types of shapes like Rectangle, Oval, Polygon, Polyline, Line, Arrow, Cloud and Pencil. With one of the tools selected, you can draw a desired shape.

Button	Tool Name	Description
	Rectangle	To draw a four-sided plane figure with four right angles. Press Shift key to draw a square.
	Oval	To draw an oval shape or a circle with pressing Shift key.
	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.
	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.
	Cloudy	To draw cloudy shapes.
	Pencil	To draw free-form shapes.
	Highlight Area	To mark important area as a means of memory retention or for later reference.

To add a drawing markup comment, do the following:

- Tap  on the bottom toolbar, choose the shape annotation icon as desired.
- Tap and drag to make a shape you want to mark up.





### 3.5.3 Typewriter Tools

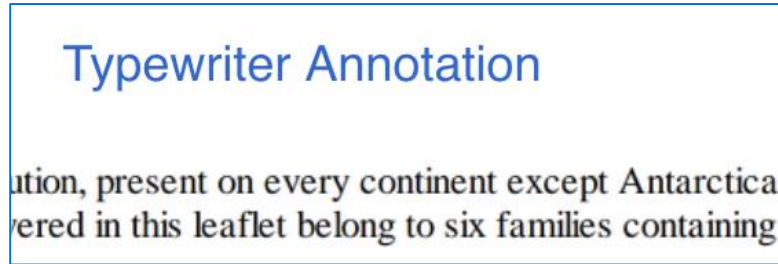
The Typewriter tools includes Typewriter, Callout, and Textbox.

#### 3.5.3.1 *Typewriter*

To add comments with typewriter, do the following:



- Tap  on the bottom toolbar, choose .
- Tap on a page where you would wish to add text.

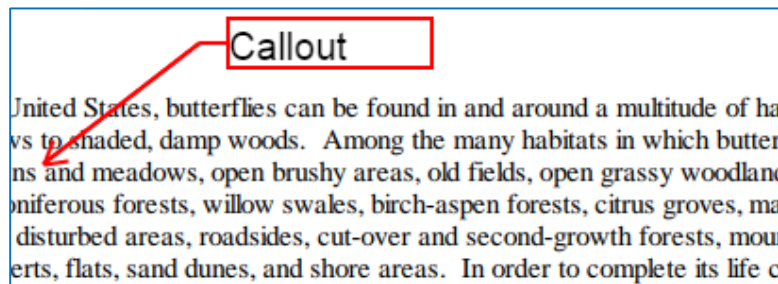
- Type your comments.



### 3.5.3.2 **Callout**



To add comments with callout, do the following:

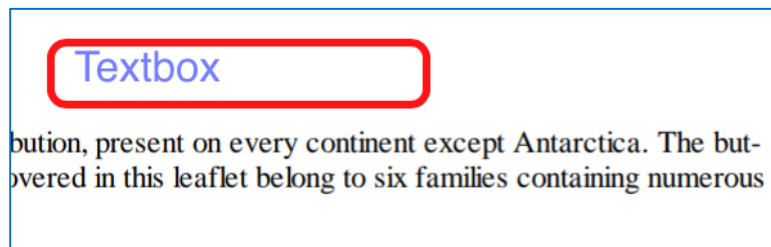
- Tap  on the bottom toolbar, choose .
- Tap on a page where you would wish to add text.
- Type your comments.



### 3.5.3.3 **Textbox**

To add comments with textbox, do the following:


- Tap  on the bottom toolbar, choose .
- Tap on a page where you would wish to add text.
- Type your comments.



### 3.5.4 **Sticky Notes**

The Sticky Note pins a note icon on where you tap on the document and you can add comments.

To add a note comment, do the following:


- Tap the Sticky Notes icon  on the bottom toolbar.
- Tap on the page where you would like to add a note. Once tapped, a yellow note icon appears and a popup window comes out, write notes in the window, and tap **OK**.

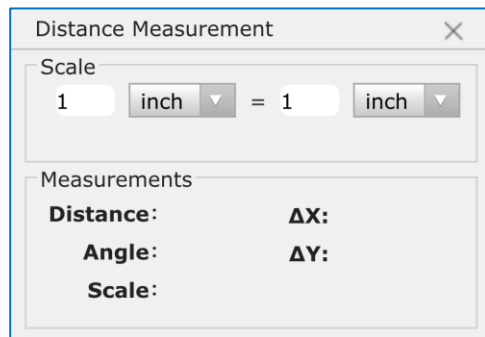
logical and aesthetic importance of butterfly species found within the butterfly habitat requirements, and assist land managers in butterfly management efforts depends on consideration of the needs of the desired available habitat to ensure that all required habitat elements are present. habitat management activities that can be conducted to attract butter-

### 3.5.5 Measure Tools

Web Viewer Demo supports distance tool to measure object height and length.

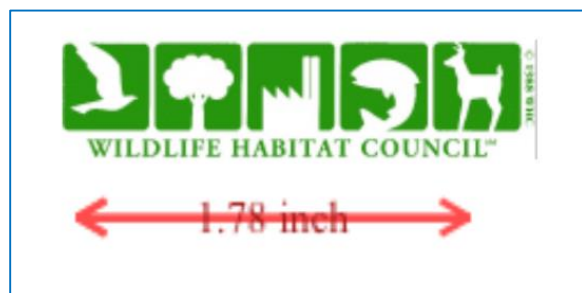
To measure the distance between two points, do the following:

- Tap the Distance tool icon  on the bottom toolbar.
- Once selected, the horizontal and vertical ruler comes out, and the Distance Measurement window appears on the right lower side of the page, where you can change Scale and distance information.



The Distance Measurement window is a dialog box with a title bar and a close button. It contains two sections: 'Scale' and 'Measurements'. The 'Scale' section has two input fields, both set to '1', and two dropdown menus, both set to 'inch', separated by an equals sign. The 'Measurements' section contains four labels: 'Distance:', 'Angle:', 'Scale:', 'ΔX:', and 'ΔY:'. The 'Distance:' label is bolded.


- Draw a distance line. Tap and drag to draw a line, and then the measurements will appear on the page.

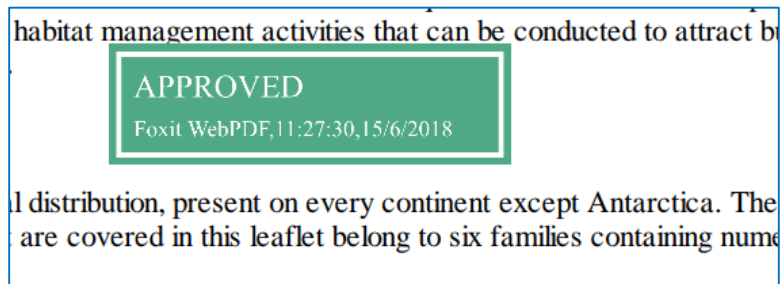


### 3.5.6 Stamp

With Stamp features, you can apply standard, dynamic stamps to your document. Stamping PDF files is a very useful feature especially when you need to give reviewers some advices about the document's status or sensitivity.

To add a standard or dynamic stamp, do the following:


- Tap the Stamp tool icon  on the bottom toolbar, and choose a stamp from the menu.
- Tap on the position where you want to place the stamp.



### 3.5.7 Change the Appearance of Comments

You can change the color and appearances of comments or markups after you create them. Tap and hold the comments and choose **Properties**. Also, you can set the new look as the default appearance for that tool.

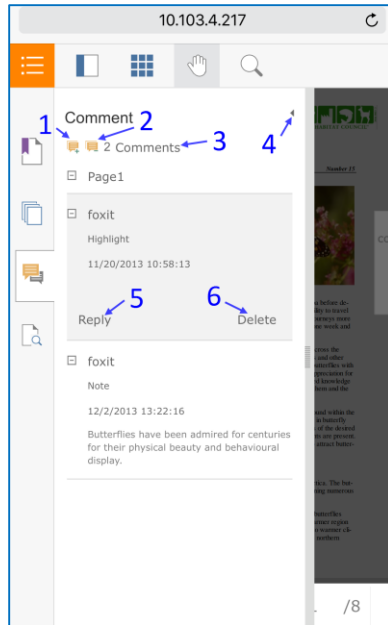
To change the appearance of the comments, do the following:

- Tap the Hand tool icon , in this mode, tap on an annotation you would like to change properties, and choose **Properties**.
- Make the changes you want.
- Check the option "Set current properties as default" will apply your current annotation style to all the afterward created annotations.
- Tap on **Close** to finish.

### 3.5.8 Managing Comments


#### 3.5.8.1 **Comments Panel**

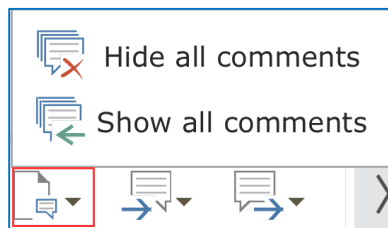
All the annotations and comments you created on the document are listed in the Comments Panel. During navigating comments, you can use the **Expand** or **Collapse** icon to unfold or pack up all comments on each page. You can also reply or delete a comment.



1. **Expand:** Unfold all annotations on each page.
2. **Collapse:** pack up all annotations on each page.
3. **Comments:** List number of created comments.
4. **Left Arrow:** Tap it to hide the annotation pane.
5. **Reply:** Tap it to enter your comments.
6. **Delete:** Tap it to delete the current comment, or cancel replying.

### 3.5.8.2 Show/Hide all Comments



To show or hide all comments on the document, tap  on the bottom toolbar, choose **Show all comments** or **Hide all comments** options to show or hide all of the comments on the document.



**Note:** The comments displayed on the Comments panel will be synchronously shown or hidden with the settings.

### 3.5.8.3 Reply to Comments or Delete Comments



To reply to comments or delete comments, you can do one of the following:

1. Tap and hold the annotation that you want to reply or delete, choose **Reply** to input the texts in the Reply fields, or choose **Delete** to delete it.
2. Tap  on the top toolbar, and tap Comment icon  to show the Comments Panel. Tap on a listed annotation you want to reply or delete, choose **Reply** to input the texts in the Reply fields, or choose **Delete** to delete it.

### 3.5.8.4 Import/Export Comments Data



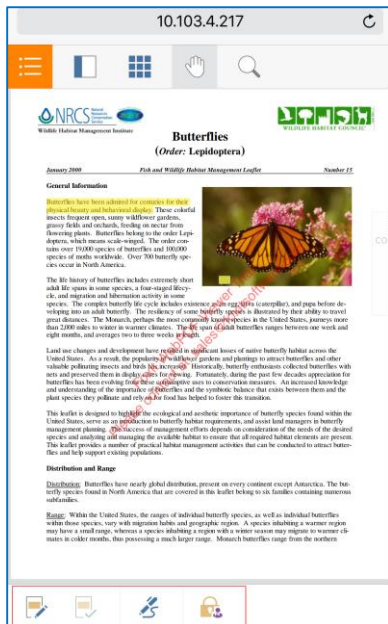
When working with a form, you can choose to import/export form data from/as FDF or XFDF.

- To import form data, tap  and choose **Import FDF** or **Import XFDF**, and then select a FDF or XFDF file from your device.
- To export comments data, tap  and choose **Export FDF** or **Export XFDF**, and then a FDF or XFDF file will be generated, you can open it with other applications.

### 3.6 Protect

The security feature of PDF gives you an exceptional control over your PDF files. To provide adequate protection for PDF's contents, you can encrypt and secure PDF files to prevent unauthorized access, restrict sensitive operations, etc.

Tap  on the top toolbar, and tap Protect icon , then you can see the features as follows:



This section will mainly introduce the following contents:

- Redaction
- Ink Signature
- Password Protection

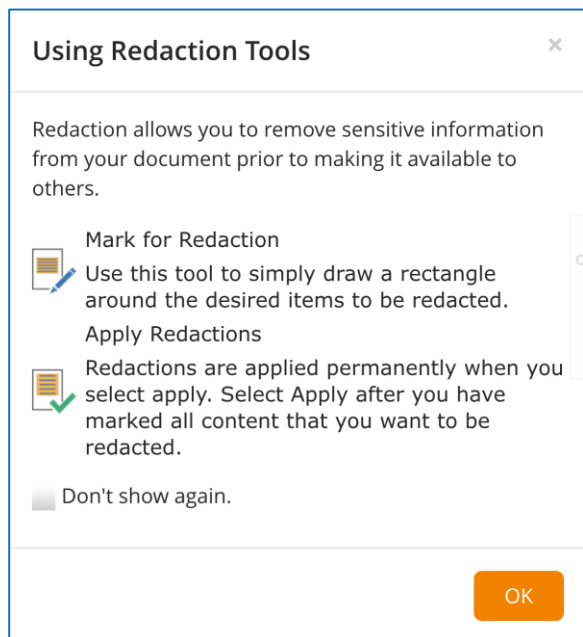
### 3.6.1 Redaction

The redaction feature allows you to remove sensitive information from your document prior to making it available to others. You are able to mark the text or graphics for Redaction first, and then apply the redaction.

#### 3.6.1.1 *Mark for Redaction*

To mark the text or graphics for redaction, do the following:

- Tap the Mark for Redaction icon  on the bottom toolbar, and tap **OK** on the pop-up dialog box.



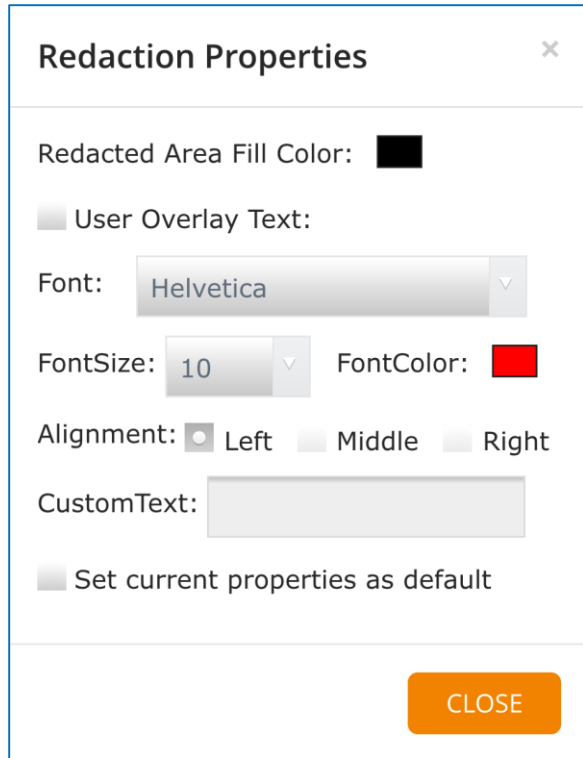
- Tap and drag over the text or image you want to redact and drag a rectangle around it.
- The selected area will be in a red rectangle.

#### 3.6.1.2 *Set Redaction Properties*

You can set redaction properties, such as the Fill color, overlay text, font, font size, and so forth. Only before you apply the redaction can you set the properties.

To set redaction properties, do the following:


- Tap and hold the marked area, choose **Properties**. Then the Redaction Properties dialog box pops up.
- Make the changes you want.
- Check the option "Set current properties as default" will apply your current settings to all the afterward redaction.



The image shows a 'Redaction Properties' dialog box with a close button (X) in the top right corner. It contains several settings: 'Redacted Area Fill Color' with a black color swatch, 'User Overlay Text' with a checkbox, 'Font' with a dropdown menu showing 'Helvetica', 'FontSize' with a dropdown menu showing '10', 'FontColor' with a red color swatch, 'Alignment' with radio buttons for 'Left', 'Middle', and 'Right' (where 'Left' is selected), 'CustomText' with a text input field, and a checkbox for 'Set current properties as default'. At the bottom right is an orange 'CLOSE' button.

### 3.6.1.3 **Apply Redactions**


You need to apply the redactions after marking the text or graphics you want to redact. To apply the redaction, do the following:

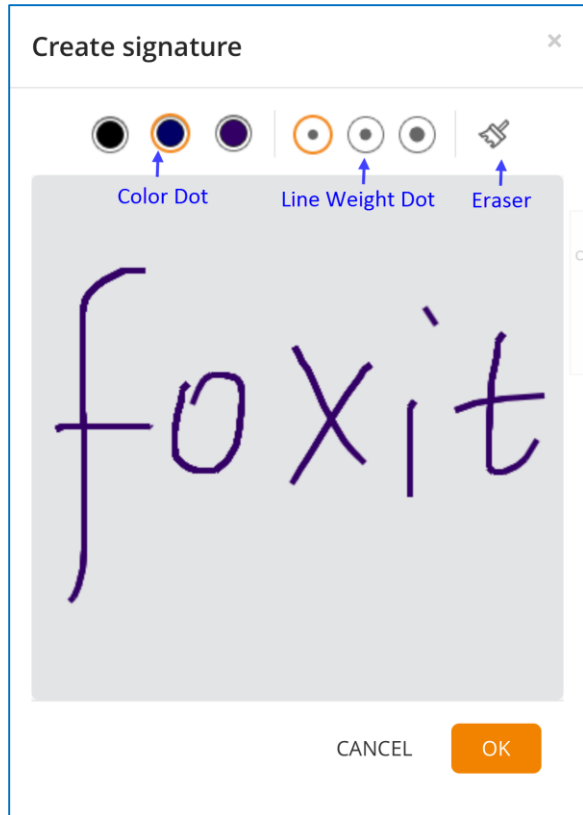
- Tap the Apply Redactions icon  on the bottom toolbar. You can also do this by tapping and holding the marked content and choosing **Apply** or **Apply All** to redact either the selected content or all of the marked content in the document.
- A dialog box pops up to give a warning message and asks if you are sure to apply the redaction or not.
- Select **OK** after you have marked all content that you want to redact.

### 3.6.2 Ink Signature

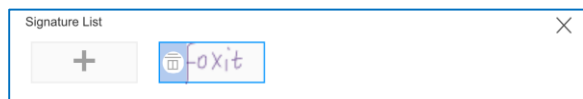
The ink signature feature allows you to draw your own style signature and place it on your document. You can create a list of signatures for different use cases.

To create an ink signature, do the following:

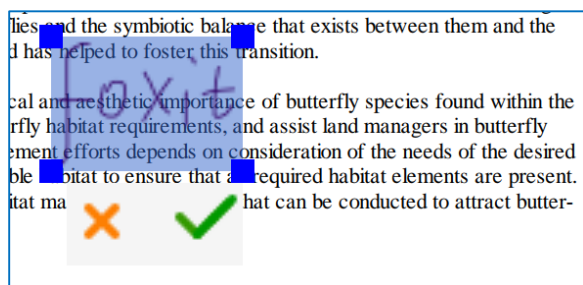
- Tap the Ink Signature icon  on the bottom toolbar. Then you can see the drawing board pop up on your screen.
- Select a type of color dot and line weight dot, draw a free signature. To re-draw, choose **Eraser**.




- Once completing, tap on **OK** to add your calligraphy to the Signature List panel which is next to the bottom toolbar.

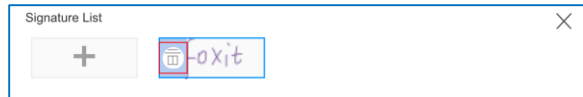


- Tap the created signature in the Signature List panel, tap on the location where you want to place the signature. Tap ☒ to add the ink signature to your document.



To delete an ink signature, do the following:

- Tap  on the signature thumbnail that you do not want in the Signature list.




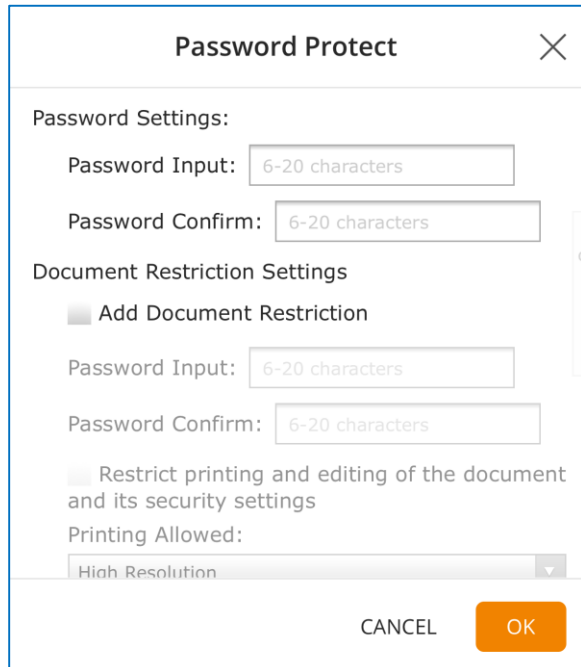
### 3.6.3 Password Protection

You can add a password to a PDF to limit access and restrict certain features, such as printing, copying and editing.

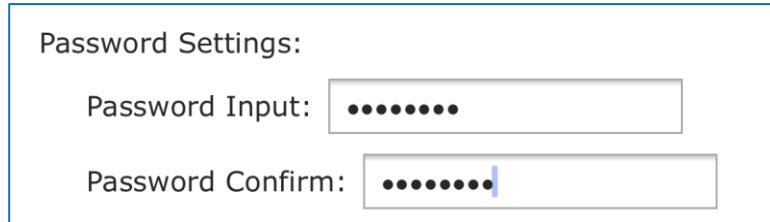
There are two kinds of passwords that could be applied to a PDF file: a **Document Open password** and a **Permissions password**. When you set a Document Open password, anyone who tries to open the PDF must type in the password that you specified. When you set a Permissions password, anyone who wants to change the restrictions must type the Permissions password. Please note that if a PDF is secured with both types of passwords, it can be opened with either password, but only the Permissions password allows you to change the restrictions.

**Tip:** *There's no way out to recover password from the PDF if you forgot it. To keep a backup copy of the PDF that is not password-protected is a good choice.*

Tap the Password Protect icon  on the bottom toolbar. You can see the Password Protection dialog box pop up on your screen.

A dialog box titled "Password Protect" with a close button (X) in the top right corner. The dialog is divided into two sections: "Password Settings" and "Document Restriction Settings".  
**Password Settings:**  
- Password Input: 6-20 characters  
- Password Confirm: 6-20 characters  
**Document Restriction Settings:**  
- Add Document Restriction: ☐  
- Password Input: 6-20 characters  
- Password Confirm: 6-20 characters  
- Restrict printing and editing of the document and its security settings: ☐  
- Printing Allowed: High Resolution (dropdown menu)  
At the bottom, there are two buttons: "CANCEL" and "OK".

To add document open password, type a password in the following textbox:

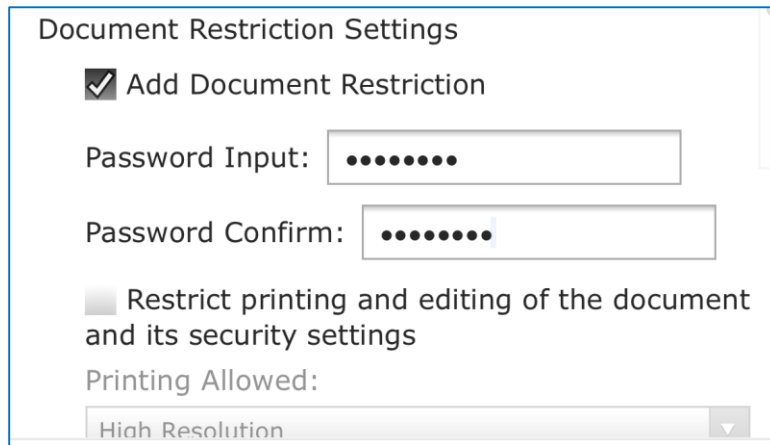


Password Settings:

Password Input: [password field]

Password Confirm: [password field]

To add document restriction settings, check **Add Document Restriction** box, tap **OK** on the pop-up warning dialog box, type a password in the textbox as below.



Document Restriction Settings

☒ Add Document Restriction

Password Input: [password field]

Password Confirm: [password field]

☐ Restrict printing and editing of the document and its security settings

Printing Allowed:

High Resolution

### Permission Specification

Check the "Restrict printing and editing of the document and its security settings" option, and then select the options as needed.

**Print Allowed** – specifies the level of printing which users are allowed for the PDF.

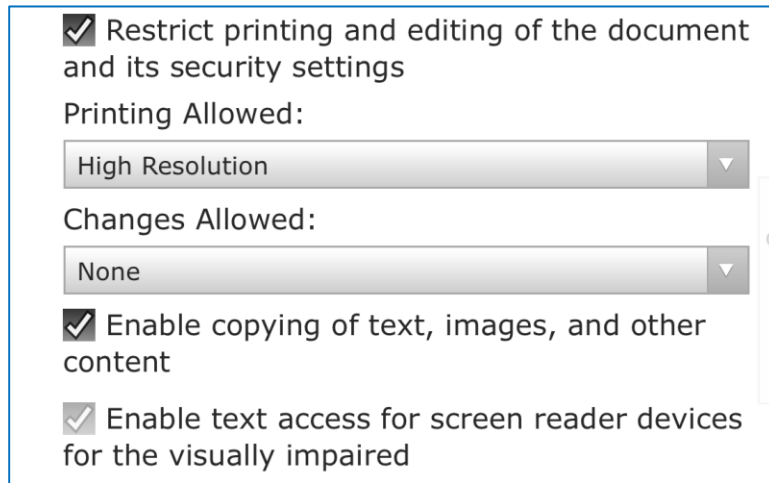
- A. Low resolution (150dpi) – allows users to print at no higher than 150-dpi resolution.
- B. High resolution – allows users to print with any resolution.

**Changes Allowed** – specifies the level of printing which users are allowed for the PDF.

- A. **Inserting, deleting, and rotating pages** – allows users to insert, delete, and rotate PDF pages.
- B. **Filling in forms and signing existing signature fields** – allows users to fill in forms and sign documents in existing signatures fields.
- C. **Commenting, filling form and signing existing signature fields** – allows users to add comments, fill in forms and sign documents in existing signatures fields.
- D. **Any except extracting pages** – allows users to do any operation but extract pages.

**Enable copying of text, images, and other content** – allows users to copy content in PDFs.

**Enable text access for screen reader devices for the visually impaired** – allows the visually impaired users to access text with screen reader devices.



☑ Restrict printing and editing of the document and its security settings

Printing Allowed:

High Resolution

Changes Allowed:

None

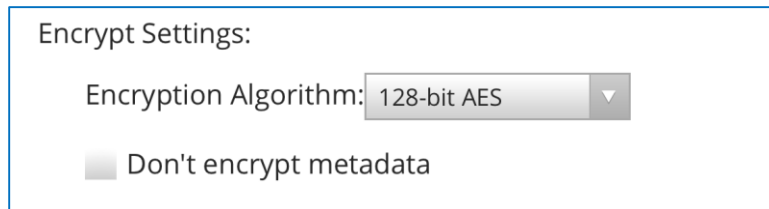
☑ Enable copying of text, images, and other content

☑ Enable text access for screen reader devices for the visually impaired

### Encrypt Settings

**Encryption Algorithm** – defines data transformations that cannot be easily reversed by unauthorized users. Web Viewer supports 128-bit AES, 256-bit AES and 128-bit ARC-FOUR.

**Don't encrypt metadata** – encrypts the contents of a PDF but still allow search engines access to the document metadata.



Encrypt Settings:

Encryption Algorithm: 128-bit AES


☐ Don't encrypt metadata

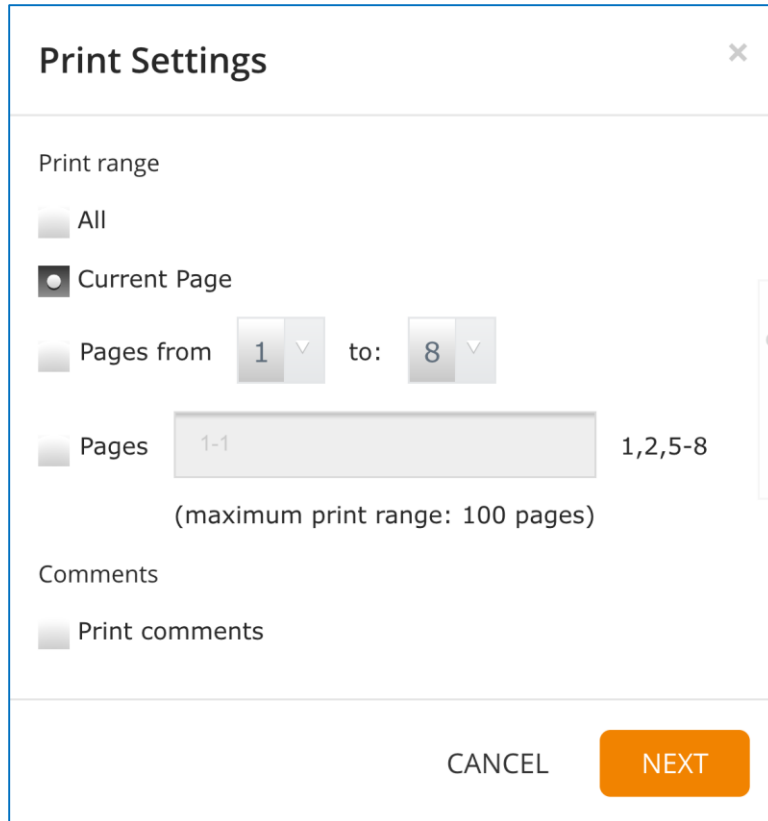
After setting the permissions as desired, click **OK** on the Password Protection dialog box and save the document to make setting take effect.

## 3.7 Print

You can print all pages of the current loaded PDF file or a range of pages with or without comments. The maximum allowed number of one print task are 100 pages.

To print the current active file, do the following:

- Tap  on the top toolbar, select **Print**, and the Print Settings window appears where you can specify page ranges for the print task. By default the **Current Page** is checked. If the current document exceeds 100 pages, the first 100 pages will be printed. To print the left, do the print again.

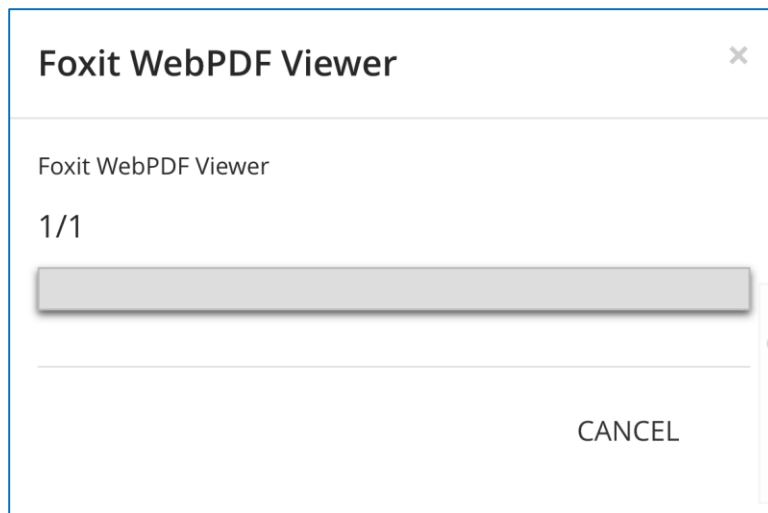


The **Print Settings** dialog box is shown with a close button (X) in the top right corner. It contains the following options:

- Print range:**
  - ☐ All
  - ☒ Current Page
- Pages from:** 1 **to:** 8
- Pages:** 1-1 (maximum print range: 100 pages) 1,2,5-8
- Comments:**
  - ☐ Print comments

At the bottom, there are two buttons: **CANCEL** and **NEXT**.

- Check **Print Comments** if you want comments to be included in the output file.
- Tap **Next** to proceed.
- You can see a progress message appears as follows. The time length depends on the output page numbers you specified and file size. You can tap **Cancel** to abort the print.



The **Foxit WebPDF Viewer** dialog box is shown with a close button (X) in the top right corner. It contains the following elements:

- Foxit WebPDF Viewer**
- 1/1**
- A progress bar that is nearly full.
- CANCEL** button at the bottom right.

- Once the progress bar completes, the Print dialog box pops up. Select a printer, set print copies, and tap **Print** to start.



Cancel

Printer Options

Print

Printer

Select Printer >

1 Copy

Wildlife Habitat Management Institute

## Butterflies (Order: Lepidoptera)

January 2008

Fish and Wildlife Habitat Management English

Number 11

### General Information

Butterflies have been admired for centuries for their diversity, beauty and behavioral abilities. These colorful insects inspire poets, write magnificent poems, grace fields and orchards, landing on nectar from flowers. Butterflies belong to the order Lepidoptera, which means scale-winged. The order contains over 150,000 species of butterflies and related species of moths worldwide. Over 700 butterfly species occur in North America.

The life history of butterflies includes extremely short adult life spans in some species, a four-stage life cycle, and migration and hibernation activity in some species. The complex butterfly life cycle includes a winter egg stage, hatched caterpillars, and pupa before developing into an adult butterfly. The incidence of some butterfly species is illustrated by their ability to travel great distances. The monarch, perhaps the most commonly known butterfly in the United States, journeys more than 2,000 miles to winter in warmer climates. The life spans of adult butterflies range between one week and eight months, and average two to four weeks per species.

Land use changes and development have resulted in significant losses of native butterfly habitat across the United States. As a result, the popularity of butterfly gardens and plantings to attract butterflies and other valuable pollinating insects has been on the rise. However, butterfly collections, a hobby of butterflies with roots and preserved them in display cases for viewing. Fortunately, during the past few decades appreciation for butterflies has been evolving alongside enthusiasm for conservation measures. As increased knowledge and understanding of the importance of butterflies and the symbiotic habitat that exists between them and the plant species they pollinate, and will help the land be helped to restore this connection.

This bulletin is designed to highlight the ecological and aesthetic importance of butterfly species found within the United States, serve as a introduction to butterfly habitat requirements, and assist land managers in butterfly management planning. 200 acres of management effort devoted on consideration of the needs of the natural species and providing the necessary evidence habitat to ensure that all appropriate habitat elements are present. This bulletin provides a number of practical habitat management activities that can be conducted to attract better and help support existing populations.

### Distribution and Range

**Distribution:** Butterflies have nearly global distribution, present on every continent except Antarctica. The butterfly species found in North America that are covered in this bulletin belong to six families containing numerous subfamilies.

**Range:** Within the United States, the ranges of individual butterfly species, as well as individual butterflies within those species, vary with individual habits and geographic regions. A species inhabiting a warmer region may have a small range, whereas a species inhabiting a region with a more variable range may have a larger range in colder months, thus possessing a much larger range. Monarch butterflies range from the northern

Page 1

[illegible]

### 4 CONTACT US

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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.

Foxit Support:

<http://www.foxitsoftware.com/support/>

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