



# User Manual

Foxit ConnectedPDF

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

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Anti-Grain Geometry - Version 2.4

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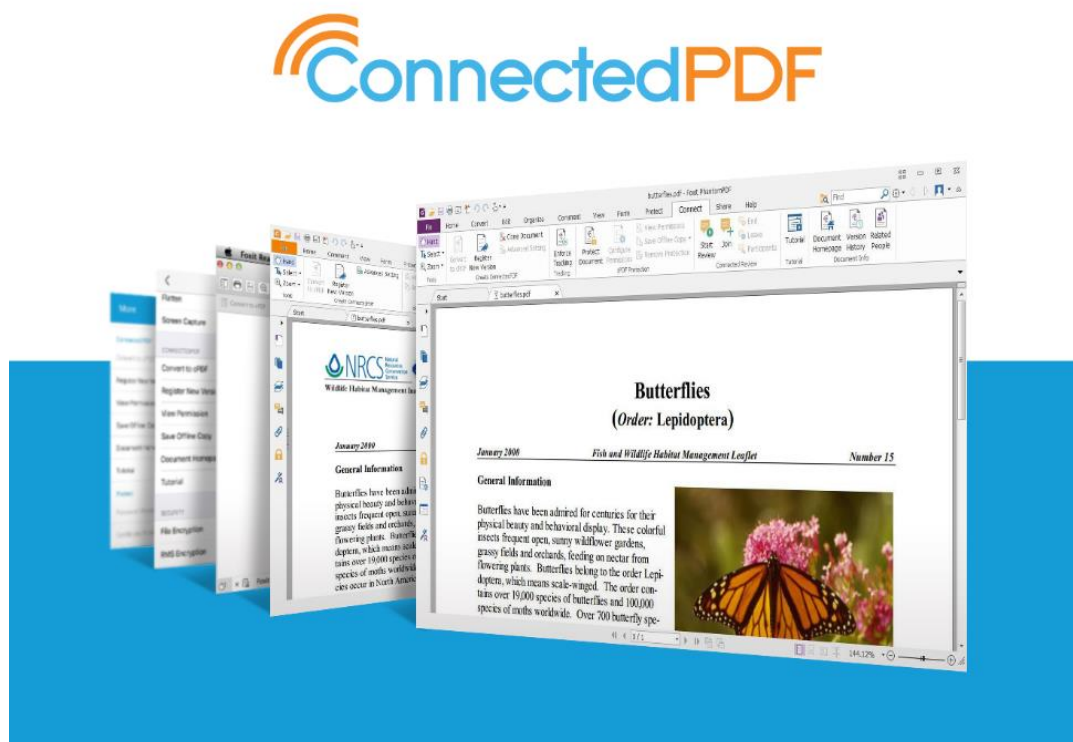
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## ConnectedPDF Overview

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.



Foxit delivers the following cPDF enabled applications and services:

- Foxit PhantomPDF (for Windows)
- Foxit Reader (for Windows and Mac OS X)
- Foxit MobilePDF (for Android and iOS)
- Foxit WebPDF Reader (for Internet Explorer 9/10/11, Microsoft Edge, Google Chrome, Mozilla Firefox, Safari, and Opera)
- Foxit Web Tools (for Internet Explorer 10/11, Microsoft Edge, Google Chrome, Mozilla Firefox, Safari, and Opera)

These applications and services provide powerful and easy-to-use tools to create, protect, and track the access to Connected PDFs. You can also start and join a shared review on Connected PDFs

without any server anytime anywhere.

**Notes:** After successful installation, you will see a welcome wizard about ConnectedPDF the first time you open the application. You can keep or change the default settings.

**Automatically save PDF files in ConnectedPDF format.:** check it and any PDF file will be converted to a ConnectedPDF automatically when you use **Save** or **Save As** after editing.

**Share usage data when using ConnectedPDF features.:** You need to share document usage data on Foxit servers when using some ConnectedPDF features, like [tracking](#) and [protecting](#).

You can choose to **Apply Settings & Sign in** or just apply settings and sign in later.

**Tip:**

1. The wizard content may vary in different platforms. You can follow the screen instructions to change the settings.
2. Signing in Foxit Account is required to use the cPDF features. To sign in Foxit Account, please refer to [Foxit Accounts](#).

## Document homepage


The meta data of each document can be presented in a document homepage containing a full information of the attributes, version history, events, and connections associated with a document. If you are the document owner, you can view the document homepage by the following step:

- (Windows) Click **Connect > Document Info > Document Homepage**.
- (Mac OS X) Click **Connect > Document Homepage**.
- (Android & iOS) Tap **More** (the Three Dots symbol) > **Connect > Document Homepage**.

**Tip:** By default, only the document owner is accessible to the document homepage. The document owner can change the setting in the **PERMISSIONS** tab. See also [Set the Document Homepage permissions](#).

There are several tabs in the document homepage, including: **HOME, VERSIONS, VIEWS, EVENTS, PERMISSIONS, PEOPLE, and STATISTICS**. Each tab includes the **DOCUMENT INFO** item showing the document information of the current, original, and latest versions of the document. The current version is the version that is currently open, the latest version is the most recent version registered, and the original version is the original ConnectedPDF created when the document was first converted to cPDF.


- **Filename** – the name of the version.
- **Version** – the number of the version.
- **Registrar** – the user who registered the new version.

- **Registration Time** – the time when the new version was registered.
- **Author** – the user who created the original version from blank with Foxit PhantomPDF or Foxit Reader, or the author of the source document that was created with other applications and converted to the original version.
- **Converted to cPDF at** – the time when the document was first converted to cPDF.
- **Converted to cPDF with** – the application that the document was converted to cPDF from.
- **Device** – the name of the device on which the registrar registered the new version.
- **Pages** – the number of the pages in the document.
- **Size** – the file size of the document.
- **Owner** – the document owner who has all permissions for the document. If you are the document owner, you can change the owner to another user by clicking the **Edit** button (the pencil icon ).

***Note:** By default, only **DOCUMENT INFO** can be viewed by all document users, while the other information in the document homepage is only accessible to the document owner who can change the setting in [the PERMISSIONS tab](#).*

### Change document ownership to others


Document viewers (not the owner) are not allowed to send update notification when [registering a new version](#), or don't have full access to the document. If necessary, the document owner can change the ownership to another user he trusted.

1. Navigate to **DOCUMENT INFO** in the **Document Homepage**, and choose **Original**.
2. Choose the **Edit** button (the pencil icon ) to enter the new owner's email and save it.
3. A message box will pop up to prompt you the operation is successful.

The change history will be automatically recorded in the personal homepages of both the previous and the current owners. See also [MESSAGE CENTER in the Personal Homepage](#).

### The HOME tab

In this tab, you can see the basic information about the current document: the latest version, recent views and events, and the usage in the last seven days.

- **Latest document version:** shows the document properties of the latest version, including the version number and the parent version. Click or tap the arrow  to show more information. If this version was uploaded to a server by the registrar, a file link appears for users to download the document.
- **Recent views:** shows the view history of the document, including the viewers, view time and the versions viewed. Click or tap **View All Details** to switch to [the VIEWS tab](#) for more

details about view history.

- **Recent events:** records all the events performed by any document user (both the document owner and the viewers) who accessed the document, listing the users, operations and the operation time. Click or tap **View All Events** to switch to [the EVENTS tab](#) for more details about the events.
- **Statistics:** shows how many times the document was accessed in the last 7 days in a chart. Click or tap **View All Details** to switch to [the STATISTICS tab](#) for more information.

## The VERSIONS tab

The **VERSIONS** tab shows the detailed version history of the document in a tree shape and you can see all the versions that were registered by the registrars. Click or tap the folder icon to fold/unfold the following version(s), and click or tap the eye icon to show/hide the detailed information about this version, including the registrar, register time, the device where the version was registered, and more.

Put the cursor over or tap the version number, and then drops down a menu, which may contain the following options: **View online file**, **Open local file**, and **Request file**.

- **View online file:** open the selected version of the document in the default browser. The option appears only if this version of the document was uploaded to the server by the registrar when registered,
- **Open local file:** open the document in the local drive. The option appears only if the current user has had the document.
- **Request file:** send a request to a user who accessed this version of the document. See also [Request a file](#).

*Tip: By clicking **Connect > Document Info > Version History in Windows**, you can also open the **VERSIONS** tab.*

## The VIEWS tab

All the view events on the document can be recorded in the tab, which shows the information of the viewer, the version number, when the user viewed it, what application was used to open it, and whether the document was opened successfully. By default, ten records of views are displayed in one page. You can click or tap the drop-down box in the upper-right corner to change the number of records to be displayed in one page.

## The EVENTS tab

Foxit ConnectedPDF-enabled applications records all the events on the document, which lets you know who accessed it, when he accessed, and what was done to your documents. The tab lists all




the events that happened to the document, including viewing, modification, annotation, and more.

You can filter the events to display the events you need and hide the unwanted ones based on certain criteria like USER EMAIL/TYPE/TIME/APPLICATION, by clicking or tapping the down arrow next to each column name (EMAIL/TYPE/TIME/APPLICATION) and selecting the items you need. By default, ten records of views are displayed in one page. You can click or tap the drop-down box in the upper-right corner to change the number of records to be displayed in one page.

## The PERMISSIONS tab

In this tab, the document owner can set the public permissions to view the document homepage for all users, or configure different permissions to access the document for different users. And the latter shall prevail if case of any inconsistency between the two types of permissions.

### Set the Document Homepage permissions

1. In the **Document Homepage** tab, choose **DOCUMENT HOMEPAGE PERMISSIONS**, which contains two permissions: **DOCUMENT INFO** and **USAGE DATA**. By default, **DOCUMENT INFO** is checked, which means all users have the access to the document information. **USAGE DATA** contains all the data in the document homepage except **DOCUMENT INFO**.
2. Click or tap the **Edit** button (the pencil icon ) to edit the permissions.
3. You can check or uncheck the permissions applied for all users and click or tap **OK**. A message box will pop up to prompt you the operation is successful.
4. (Optional) you can also set the document homepage permissions for specific users by clicking or tapping **Add New User**. In the pop-up **Add New User** dialog box, enter the user email, select the permissions and then click or tap **Submit**.

### Configure Document Permissions

1. Choose the **DOCUMENT PERMISSIONS** tab that shows all the permissions set before via the **Configure Permissions** tool in the **Connect** tab in Foxit PhantomPDF.
2. Click **Add New User** to specify permissions for more users. In the pop-up **Add New Permission** dialog box, select options as needed. See also [Configure Permissions](#).
3. (Optional) Click **Revoke Permissions** to cancel all users' permissions on this document.

## The PEOPLE tab

The tab lists all document users and their emails and relationship with the document.

*Tip: By clicking **Connect** > **Document Info** > **Related People in Windows**, you can also open the **PEOPLE** tab.*

## The STATISTICS tab

This tab contains a column chart showing how many times the document was accessed as well as a pie chart with the percentages of access types during the last 7 days.


## Foxit accounts

A Foxit account is required to create, control and protect your own ConnectedPDF document as well as collaborate with other users.

To create a Foxit account:

- (Windows & Mac OS X) Please navigate to the user center in the upper-right corner of the application window and sign up a Foxit account. You just need to submit your email address and Foxit will send a temporary password which you can change later.
- (Android & iOS) Please tap **Sign In** from the Tool Switcher, choose **Sign Up**, and then input the email address and password to sign up a Foxit account.

To change the profile and password of the account:

- (Windows & Mac OS X) Click the inverted triangle  icon next to the user center icon and click the email address. Enter the new information to change the profile/password in **MY PROFILE** as needed.
- (Android & iOS) Tap the email address and choose **MY PROFILE** in the [Personal Homepage](#). Enter the new information to change the profile/password as needed.

To log out the account:

- (Windows & Mac OS X) Click the inverted triangle icon next to the user center icon and choose Sign out.
- (Android & iOS) Tap **My Account** from the Tool Switcher, and choose **Logout**.

## Personal homepage

Each user with a Foxit account has a personal homepage where the personal profile, the access history and messages are kept, allowing the user to manage all the accessed documents (including their own documents and documents from other owners) and respond requests dynamically. The personal homepage also allows the user to request a file, delete uploaded documents, and change document owners. To open the Personal Homepage, please follow the step below:

- (Windows & Mac OS X) Click the user center in the upper-right corner of the application window to open the **Personal Homepage** tab.

- (Android & iOS) Tap **My Account** > **Personal Homepage**.

**Note:** In Windows, the first time you click the tools in **Document Info** group or open **Personal Homepage**, a dialog window pops up for you to choose to open the webpage with a tab in the application window or the default browser. Check one mode and click **OK**. You can change the setting in **File**> **Preferences** > **ConnectedPDF**.

In Windows and Mac OS X, to open the **MY PROFILE** page and manage the profile, including the user name, the avatar, and the password, please click the inverted triangle icon next to the user center in the upper-right corner of the application window and click the user email, or click **MY PROFILE** which appears when you put the cursor over the user email in the upper-right corner of the **Personal Homepage**. In Android and iOS, you can tap the email address and choose **MY PROFILE** in the **Personal Homepage** to management your profile.

There are three tabs in **Personal Homepage**: **MY HOME**, **DOCUMENTS** and **MESSAGE CENTER**.

## MY HOME

This tab provides an overview of recent documents and messages associated with the user, which includes documents that are recently accessed or most active, as well as the latest messages sent and received. Click or tap **View All** to switch to the **DOCUMENTS** and **MESSAGE CENTER** tabs for more details.

You can try the web tools **PDF to cPDF** and **Open PDF Online** of Foxit WebPDF Reader in your browser. Foxit WebPDF Reader provides an all-in-one PDF solution via web browsers with no downloads or plugins required. See [Foxit WebPDF Reader](#) for more information.

## DOCUMENTS

There are three types of document lists in this tab: **My Documents**, **All Documents** and **My Upload Documents**.

**My Documents** lists all the user's own documents, and shows each document's name, the most recent version, the edited time, the location, and more. (**Note:** If the document was uploaded to Foxit ConnectedPDF server, the **LOCATION** shows **Online**; otherwise it shows **N/A**.) By default, twenty documents are displayed in one page. You can click or tap the drop-down box in the upper-right corner to change the number of documents to be displayed in one page.

- Click or tap the little eye icon beside the file name to show more document information.
- Click or tap the file name will open the document homepage.
- Put the cursor over or tap the Vertical Three Dots symbol in the **ACTION** column and some of the following options will appear:

**View online file:** open the version in the default browser. The option appears only if the version was uploaded to the server by the registrar when registered.

**Open local file:** open the document in the local drive. The option appears only if the current user has had the document in the local drive.

**Request file:** send a request to the user who have the version. See also [Request a file](#).

**Change Owner:** transfer the ownership to another user. All the permissions to the document will also be transferred.

**Delete:** delete the version you uploaded. This option is available only for the documents under the **My Uploaded Documents** tab.

**All Documents** contains all the ConnectedPDF documents the user accessed and shows each document's name, owner, which version and when the user viewed, open status (whether the user opened the document successfully), and more. Put the cursor over or tap the Vertical Three Dots symbol in the **ACTION** column for more options.

**My Uploaded Documents** shows all the documents uploaded by the user. From the **ACTION** column the user can choose to view or delete the online copy.

## MESSAGE CENTER

You may receive request messages from others, such as the file requests and permission requests. Through the Message Center in your Personal Homepage, you can respond to the requests quickly. The Message Center also records the request messages you sent and the change history of document ownership. In the **MESSAGE CENTER** tab, choose **Received** or **Sent** to view the messages in the four sub-tabs: **Document Permission Requests**, **Document Requests**, **Document Homepage Permission Requests**, and **Document Ownership Changes**.

- In the **Document Permission Requests** and **Document Homepage Permission Requests** sub-tabs, each message includes: the requested file name, requester email, when and what permissions he requested, and the status (whether the request has been approved or not). Click or tap the little eye icon beside the file name to show the text message left by the requester. Put the cursor over or tap the Vertical Three Dots symbol in the **ACTION** column and choose **Approve** or **Reject** to respond to the request by submitting a message in which you can choose whether to send an email and system notification.
- In the **Document Requests** sub-tab, each message includes: the requested file name, requester email, when and which version he requested, and the status. Click or tap the little eye icon beside the file name to show the text message left by the requester. Put the cursor over or tap the Vertical Three Dots symbol in the **ACTION** column and choose **Send** or **Reject** to respond to the request by submitting a message in which you can choose whether to send an email and system notification.

- In the **Document Ownership Changes** sub-tab, each record includes: the file name, the previous/current owner's email, and when the ownership was transferred. If you choose **Sent > Document Ownership Changes**, the change history lists the documents whose ownership were transferred by you and the current owners; if you choose **Received > Document Ownership Changes**, the change history lists the documents whose ownership were transferred from others to you and the previous owners.

*Tip: A number appears in the **MESSAGE CENTER** tab to give you a hint that how many pending messages that you haven't dealt with yet.*

## Create ConnectedPDF

### Create a Connected PDF with one step

With Foxit PhantomPDF 8.X and Foxit Reader 8.X, by default, any PDF generated from other formats will be Connected PDFs; existing PDFs, after being edited and saved, will automatically be converted to Connected PDFs. You can also convert existing PDFs to Connected PDFs by doing any of the followings:

- (Windows) Click **Connect > Create ConnectedPDF > Convert to cPDF**.
- (Mac OS X) Click **Connect > Convert to cPDF** in Mac OS X.
- (Android & iOS) Tap **More** (the Three Dots symbol) > **Connect > Convert to cPDF**.

You can enable/disable automatic ConnectedPDF creation at any time:

- (Windows) Check/Uncheck **Automatically save PDF files in ConnectedPDF format** in **File > Preferences > ConnectedPDF**.
- (Mac OS X) Check/Uncheck **Automatically save PDF files in ConnectedPDF format** in **Foxit Reader > Preferences > ConnectedPDF**.
- (Android & iOS) Slide the **Convert to ConnectedPDF** toggle to ON/OFF in **Settings > ConnectedPDF**.

If the automatic ConnectedPDF creation has been disabled, you can create a Connected PDF with the **Convert to cPDF** tool in the **Connect** tab. You should create a normal PDF first and then convert it to a Connected PDF.

### Create your own Connected PDF

You need to sign in your Foxit account first to create your own ConnectedPDF document. If you create a ConnectedPDF document without signing in, the value of the document owner will be null in the [document homepage](#) and you are not the owner of it, which will make some information inaccessible.

To make yourself the owner of an existing ConnectedPDF document, you can [clone the document](#) with Foxit PhantomPDF. If the existing ConnectedPDF document has been protected, you need to request permission from the document owner before you clone it.

## Register a new version

Document owners who are involved in frequent document updates, may need to revert back to an older version or keep track of the change history of the document. Foxit PhantomPDF, Foxit Reader, and Foxit MobilePDF allow document users (including both the owner and viewers) to register a new version for the changes made in a ConnectedPDF document and the new version will be recorded to the document version tree in the [document homepage](#).

Document users can request the new version from the registrars (See also [Request a file](#)). Or, if the registrar uploaded the new version to Foxit Connected server when registering, other users can download it directly.

This feature manages to connect files, people, locations, and systems together, and streamline the collaboration in building/updating a document.

To register a new version, please follow the steps below.

1. Sign in your Foxit account and open the ConnectedPDF document. If you don't have a Foxit account, follow the steps in "Foxit accounts" to sign up an account first.
2. After making changes to the document, save the changes and click **Connect > Register New Version** (Windows & Mac OS X) or tap **More** (the Three Dots symbol) > **Connect > Register New Version** (Android & iOS).
3. Edit the tag and input the version description as needed.
4. (Optional) In Foxit PhantomPDF *Business*, if you are the document owner, you can choose to send an update notification to all other document viewers by checking **Update Notification** and adding the notification message. The update notification will appear when the other document viewers open documents with the same document ID.
5. Click **Register**. The version information (like the version number, registrar name, and register time) will be recorded to build a version tree in the [document homepage](#). (Optional) In Foxit PhantomPDF or Foxit Reader, you can upload the new version of the document with its version information to the Foxit ConnectedPDF server or other servers by clicking **Register and Upload**.

## Clone a document (PhantomPDF *Business* only)

If the permissions are allowed, you can clone a document by saving it as a new ConnectedPDF document under your name as the new owner, with a new Document ID and [document homepage](#) (the original document information like version history and events are all cleared).

1. Open the document, signed in your account, and then click **Connect > Create ConnectedPDF > Clone Document**.
2. Click **Yes** in the prompted dialog box.
3. A message box pops up, telling you that the operation is successful.
4. Then the document is automatically saved as a new ConnectedPDF document, named “[original document name]\_cloned.pdf”, in the same folder that the original document is stored in.

**Note:**

*For a ConnectedPDF document without an owner, you can use the **Clone Document** tool to save it as your own document, and you have full permissions to it.*

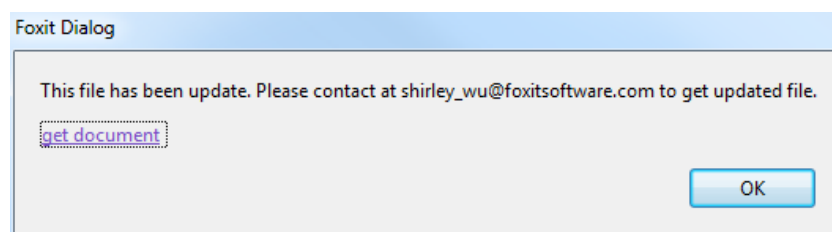
*For a ConnectedPDF document protected by Foxit Connected Protection, after you clone it, the new document will still be protected by Foxit Connected Protection but the configured permissions if any will not be kept. See [Protect a ConnectedPDF](#) for more.*

*For a ConnectedPDF document with enforced tracking, after you clone it, the new document will still be a document with enforced tracking. See [Track a ConnectedPDF](#) for more.*

## Advanced Setting

### Enable non-Foxit application to receive update notification (PhantomPDF Business only)

By default, document users who use non-Foxit applications to open ConnectedPDF documents will not receive the update notifications sent by a document owner who registers a new version of the document. The document owner can change this for a single document by clicking **Connect > Advanced Setting > check Enable non-Foxit application to receive update notification**. This allows the users who open copies of the document with a non-Foxit application to be able to receive update notifications.



### Add ConnectedPDF layer (Foxit Reader for Windows and PhantomPDF only)

To allow non-Foxit application users to open document homepage, click **Connect>Advanced Settings> check Add ConnectedPDF layer**. A ConnectedPDF layer will be displayed on the margin of the first page when users open it with a non-Foxit application. And users can click the layer to open the document homepage in a browser.



## Enforce tracking on a ConnectedPDF with one click (PhantomPDF *Business* only)

Document owners can use the Enforce Tracking feature to record events that were applied to a ConnectedPDF document, which include information on who accessed it, what they did, as well as when and where in the document the changes were applied to. This feature requires that all document users sign in their accounts before opening the document in any ConnectedPDF applications, so that every document usage event is tracked and the document owner can get detailed tracking data from [Document Homepage](#). If the tracked PDF is opened with non-Foxit PDF viewers, a wrapper will tell users that a Foxit ConnectedPDF-enabled application is required.

1. Open the document after signing in.
2. Click **Connect > Tracking > Enforce Tracking**. If you haven't enabled **Share usage data when using ConnectedPDF features** in **File > Preferences > ConnectedPDF**, you will be prompted to enable data tracking after clicking **Enforce Tracking**.
3. Then a new document named "[original document name]\_EnforcedTracking.pdf" will be generated in the same folder as the original document. The new document will be automatically opened, and the original document closed.

The new document is a new ConnectedPDF document of your own, with a new Document ID and [document homepage](#) (the original document information, which stores version history and events, will be cleared).

**Note:** A ConnectedPDF document that is tracked by Foxit PhantomPDF can only be opened online by signed-in users with Foxit ConnectedPDF-enabled applications.

## ConnectedPDF Protection

### Protect a ConnectedPDF (PhantomPDF *Business* only)

With Foxit PhantomPDF, a ConnectedPDF document can be protected with Foxit Connected Protection by just a single click. This protects PDF files in real time without any complicated operation and deployment. Document owners are allowed to configure permissions for different users before or after distribution. Users who want to access the protected document can send a request to the document owner for specific permissions. If the protected PDF is opened with non-



Foxit PDF viewers, a wrapper will appear notifying users that a Foxit ConnectedPDF-enabled application is required.

1. Open the document after signing in.
2. Click **Connect > cPDF Protection > Protect Document**. If you haven't enabled **Share usage data when using ConnectedPDF features** in **File > Preferences > ConnectedPDF**, you will be prompted to enable data tracking after clicking **Protect Document**.
3. Then a new document named "[original document name]\_protected.pdf" will be generated in the same folder as the original document. Automatically, the new document is opened while the original one is closed.
4. A dialog box pops up. You can close it or click **Configure Permission** to specify permission settings for different users. See also [Configure Permissions](#).

The new document is a new ConnectedPDF document of your own, with a new Document ID and [document homepage](#) (the original document information, which stores version history and events, will be cleared).

***Note:** A ConnectedPDF document that is protected by Foxit Connected Protection can only be opened online by authorized signed-in users with Foxit ConnectedPDF-enabled applications.*

## Configure Permissions

After applying Foxit Connected Protection to a ConnectedPDF document, the document owner can specify permission settings for different users.

1. Click **Configure Permissions** under the **Connect** tab in Foxit PhantomPDF. You can also click or tap **Connect > View Permissions** in Foxit Reader (for Windows and Mac OS X) and Foxit MobilePDF for Android and iOS.
2. In the **Add New Users** tab of the **Permission Settings** dialog box, type email addresses of users you want to grant permissions to, and add to **User List** by clicking or tapping the "Add" button.
3. Select the permission options:

**Read:** read the document.

**Print:** print the document in low or high resolution, depending on the printer setting.

**Fill in form:** fill in the PDF form.

**Copy content for accessibility:** enable text access with screen reader devices for the visually impaired.

4. Click or tap **Advanced** to set more options:

**Print:** (click or tap the "Add" button to view more options)

**Low/High Resolution:** print the document in low or high resolution.

**Edit:**

**Comment in the document** – make comments in the document.

**Manage pages and bookmarks** – re-organize PDF pages using the tools in the **Organize** tab in Foxit PhantomPDF and modify bookmarks.

**Modify document** – edit document content with tools in the **Edit** tab in Foxit PhantomPDF.

**Copy:**

Copy content – copy the page content.

**Generate offline copy:** specify the number of days after which the offline copy of the document will expire and can't be opened.

**Document expiration date:** specify a date after which the document will expire and can't be opened.

5. Click or tap **Add permission**. Then click or tap **Close** to exit the dialog box.
6. (Optional) click or tap the **Permission List** tab, you can view, edit, and revoke the previous permission settings.

## **Request Permissions to a protected PDF**

When unauthorized document viewers open a PDF protected by Foxit Connected Protection, a wrapper appears telling them they need to send a request to the document owner for permissions.

1. Enter the reason you want to request permissions on the wrapper page.
2. Check the permissions you need in the wrapper.
3. Then click or tap **Send Request**.

Users who can only open and read the protected document can ask for more permissions by opening the document and clicking or tapping **View Permissions** under the **Connect** tab. In the **View Permissions** dialog box, click or tap **Ask for more permissions**, select permissions you want to request, input request reason, choose to send email and system notification, and then click or tap **Send Request**.

The document owner will receive the request email later, and be prompted by a pop-up notification message (if any) when opening the document. Then the owner can click or tap the link in the email to open the request in the web browser and respond to the request, or just click or tap the **Reject** or **Allow** button in the pop-up notification message box. Moreover, the document owner can find

the request by checking his message center in the personal homepage and give a response. See also [MESSAGE CENTER in the Personal Homepage](#).

## View Permissions

For the document owner, the **Permission List** tab in the **View Permissions** dialog box shows the permission settings configured before. For a document viewer (not owner), the **View Permissions** dialog box only shows his permissions to the document. You can follow the steps below to open the **View Permissions** dialog box:

- (Windows) Click **Connect > cPDF Protection > View Permissions**.
- (Mac OS X) Click **Connect > View Permissions**.
- (Android & iOS) Tap **More** (the Three Dots symbol) > **Connect > View Permissions**. The **View Permissions** dialog box only shows his permissions to the document for both the document owner and viewer in Android & iOS.

You can also view the permission settings in Document Homepage. See also [the PERMISSIONS tab in Document Homepage](#).

## Save Offline Copy

If you have to work offline, you may save your documents to the local drive. For the offline copies of documents, you can also add protection to them by restricting the access on your device only or adding a password, to avoid the unauthorized access. You can also add an access control to the offline copy by specifying the number of days after which the offline copy of the document will expire and can't be opened. See also [Configure Permissions](#).

### Base on Device

If you choose to save an offline copy based on device, a new document named “[original document name]\_offline.pdf” will be generated in the same folder as the original document. Automatically, the new document is opened while the original one is closed. Steps are as follows:

- (Windows) Click **Connect > cPDF Protection > Save Offline Copy > Base on Device**.
- (Mac OS X) Click **Connect > Save Offline Copy > Base on Device**.
- (Android & iOS) Tap **More** (the Three Dots symbol) > **Connect > Save Offline Copy > Base on Device**.

### Base on Password

If you choose to save an offline copy based on password, you'll be prompted to enter a password that is required to open the offline copy next time. Steps are as follows:

- (Windows) Click **Connect > cPDF Protection > Save Offline Copy > Base on Password**.
- (Mac OS X) Click **Connect > Save Offline Copy > Base on Password**.
- (Android & iOS) Tap **More** (the Three Dots symbol) > **Connect > Save Offline Copy > Base on Password**.

## Remove Protection (PhantomPDF *Business* only)

The document owner can remove the protection from a document protected by Foxit Connected Protection in just one step. Open the document and click **Connect > cPDF Protection > Remove Protection**. In the pop-up dialog box, you can click **Remove Protection** and the document will be unprotected; or you can click **Clone Document** to clone a document without protection, and then a new ConnectedPDF document named “[original document name]\_cloned.pdf” will be automatically generated, and the original document closed. The generated document is saved in the same folder as the original document by default.

**Note:** *Once the owner removes the protection from the protected document, all versions with the same document ID will be unprotected.*

## ConnectedPDF Collaboration

### Connected review

Without any server or deployment, users (both the owner and viewers) with access to a ConnectedPDF document can start, join or leave a Connected Review by one click. In Connected Review, each participant can see the comments from the others, which helps document users collaborate by sharing comments on a document in real time. Also with one click, the review initiator can view all participants, and end a review any time.

**Note:**

*Each reviewer cannot modify the comments made by others unless he leaves the review or the review is ended. Reviewers can [clone the document](#) to generate a new document with all the comments saved and modifiable. However, if they leave the review and save the document rather than clone it: (1) the comments in the document will still be unmodifiable if they re-join the same session of the review; (2) if they join a new review, they can modify all of these comments which will be published as their own comments.*

### Initiate/End Connected Review (PhantomPDF *Business* only)

Click **Connect > Connected Review > Start Review** to start a review. A message box to introduce Connected Review pops up. Click **OK**. Then a light bulb icon appears in the upper right corner of the application window, showing that you have started a review of the current file. Other users will

also see the bulb when opening the document, and can choose to join the review. The review initiator can also end the review by clicking **Connect > Connected Review > End**.

### Join/Leave a Connected Review

If a document has been in a review session started by other users, you can join the connected review to share comments with other users. Steps are as follows:

- (Windows and Mac OS X) Click **Connect > Connected Review > Join** to join the review. To leave a review you have joined before, click **Connect > Connected Review > Leave**.
- (Android & iOS) Open the ConnectePDF document. A dialog box will show up notifying you that the document owner has initiated connected review. Tap **OK** to join the connected review.

To leave a review, tap




### View Participants

- (Windows & Mac OS X) Click **Connect > Connected Review > Participants**.
- (Android & iOS) Tap



### Request a file

If other document users registered a new version of a document, or you accidentally deleted a document or just can't find it, you can send a request to the users who have it (i.e. the document holders) to get the document. You don't even need to open any document if you accessed it before, which is a great relief if the document you need is missing. To request a file, please do the following:

1. Open the [personal homepage](#) after signing in your Foxit account, and choose **DOCUMENTS > All Documents**. Put the cursor over or tap the Vertical Three Dots symbol in the **ACTION** column and choose **Request File** from the context menu.
2. (Optional) If you have an older version document and want to request a new version, you can also open the older document after signing in. Steps are as follows:
  - Click **Connect > Document Info > Version History** or **Document Homepage** in Windows, or click **Connect > Document Homepage** in Mac OS X, and choose the **VERSIONS** tab. Then you can request the file from others by putting the cursor over the version and choosing **Request file**. See also [The VERSIONS tab in Document Homepage](#).
  - In Android and iOS, tap **More** (the Three Dots symbol) > **Connect > Document Homepage** to open the Document Homepage first. Tap , and choose **VERSIONS**. Then you can request the file from others by tapping the version number and choosing **Request File**.

**Note:** In Windows, the first time you click the tools in **Document Info** group or open **Personal Homepage**, a dialog window pops up for you to choose to open the webpage with a tab in the

application window or the default browser. Check one mode and click **OK**. You can change the setting in **File > Preferences > ConnectedPDF**.

3. In the pop-up **Request File** dialog box, type your request message and select the user you want to request the file from. (*Note: In some cases, no record found implies nobody had accessed the version you request except you.*)
4. If you check **Send email and system notification**, the registrar or document holder you request from will be prompted with a notification box that appears in the taskbar of his system when he receives your request.
5. Click or tap **Get Next 10** to show another ten users that accessed the document if any.
6. Click or tap **Request**. A message box will pop up to prompt you the request has been sent successfully.
7. (Optional) If your request is pending for a little long while, you can resend the notice. Open the personal homepage, click or tap **MESSAGE CENTER > Document Requests > Sent**, and all of your requests sent before will display in the list. Put the cursor on or tap the Vertical Three Dots symbol next to the version you need and choose **Resend notice** from the context menu.

After receiving the notice, the registrar or document holder can choose to reject the request, or to send the document as an email attachment right away by clicking **Send** in the notice message box. Or he can check the request in the message center from his personal homepage to respond to the document request. See also [MESSAGE CENTER in the Personal Homepage](#).

## Tutorials about ConnectedPDF

To get more help about ConnectedPDF, please click **Tutorial** in the **Connect** tab (Windows & Mac OS X) or tap **More** (the Three Dots symbol) > **Connect > Tutorial** (Android & iOS).

## 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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