



WHITE PAPER

Top Reasons ***Schools Choose*** ***Foxit as their Campus PDF Editing Solution***

Enable Campus Efficiency with Digital Document Workflows



Foxit Software Inc.
41841 Albrae Street
Fremont CA 94538, USA

sales@foxitsoftware.com
support@foxitsoftware.com
www.foxitsoftware.com

Sales: 1-866-680-3668
Support: 1-866-693-6948
Or 1-866-MYFOXIT



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Manage School Documents Efficiently

The education sector handles massive quantities of documents daily. From administrative contracts to student records, schools are responsible for keeping track of the paperwork for thousands of students, teachers, and staff. Today, schools around the world are taking the initiative to adopt innovative digital solutions and increase efficiency campus wide.

Foxit Software's PDF technology enables schools to work with digital documents like they would with paper and enhance workflows with innovative solutions.



Our end user PDF editing solution, Foxit's PhantomPDF Education Bundle, drives efficiency in teaching, learning, and school admin workflows. PhantomPDF enables users to create, convert, comment, edit, and organize digital documents on any desktop, mobile or web platforms.



Foxit's server-based automation solution provides schools with the technology for scanned file digitization, compression, and conversions of email, TIFF, and Office docs to PDF in a high-volume and high-speed environment.



Foxit PDF SDK solutions can be used by IT admins and developers to integrate PDF viewing, editing and manipulation capabilities directly into your school's software systems and workflows.

With Foxit's cross-platform PDF solutions, schools can enhance the way they work with their documents digitally and streamline digital efficiency across their campus.

Create Accessible Learning Material for Students of All Abilities

Equal education and learning inclusion are a necessity in schools. Foxit's PDF technology provides schools with the resources to create documents that are accessible and compliant (Section 508, ADA, WCAG). With Foxit PhantomPDF, schools can convert paper media to digital, remediate, and auto-tag PDF documents to make sure all contents are accessible. Desktop applications can enable teachers and instructional designer to adjust content reading order, add alternative text, and enhance color contrast to make documents easier to be consumed by the visually impaired. PhantomPDF's Accessibility Checker helps schools quickly evaluate document compliance and the Action Wizard tool automates the necessary steps to make it easy for beginner Accessibility users to learn the process.



Save, Archive, and Retrieve Records

Schools are generally responsible for keeping student records for several years and are required to pull out archived records of their students when prompted to. Education and student records cover a wide range of documents, such as mandatory permanent, mandatory interim, and permitted pupil records that all need to be saved and archived properly for easy retrieval.

Unfortunately, record keeping is undeniably a time-consuming process and physical storage is expensive. Digital storage costs can also build up quickly when schools have many students. With Foxit, schools can convert paper records, compress documents to reduce file size, make documents text searchable (OCR), redact confidential information, and password protect all within the same platform. Apply automatic bates numbering, bookmark, index, and archive different documents for easy access and searchability.

With Foxit PDF Compressor, schools can automatically convert and compress all documents into PDF/A, the ideal format for archiving. With PDF/A, documents can be opened and accessed anytime in the future, regardless of the digital document's age. PDF Compressor can also compress files into a fraction of the size, enabling more room for document archiving and storage.

When the time comes to look at your retention schedule, you can easily find the documents and permanently destroy or remove sensitive content completely by sanitizing and removing the hidden metadata in your documents. Never lose documents again by properly archiving and storing your digital documents.

Create and Process Digital Forms for Data Collection

Forms and contracts such as permission slips are commonly used for students, parents, teachers, and administrators in schools. Paper forms can be inefficient and difficult to keep track of when schools have a large population of students. Simply scanned paper forms or converted Word/Excel designed forms to PDF results in non-interactive (static) forms that can't be filled easily. Foxit PhantomPDF provides the tools to convert paper or other static digital forms into interactive forms.

Users can even create custom form fields within their documents, assign restrictions for each field (i.e., only allowing numbers in a field for phone numbers), which results in less error when filling forms.

Foxit supports creating 2D barcodes dynamically using data filled by users, and insertion in the same form. Therefore, schools can easily scan the 2D barcode to extract form data even after a form is printed and signed before submission. This is a utilization of a Foxit patented Ultraforms technology, which makes it easier for form data to be scanned, captured, and incorporated into a database.

For specific forms such as applications that have the same format, schools can automatically fill out redundant fields on the form and extract data from each field automatically. Users can import data from other file formats into a PDF form, or export form data from PDF to other file formats, such as a CSV file.



Compliance and Document Security

According to regulations like the Family Education Rights & Privacy Act (FERPA), schools are legally required to protect their students' privacy and identity. Whether it be student learning materials, forms, permission slips, or transcripts, schools need to make sure their students' information is properly protected.

Foxit gives schools the ability to not only password-protect their documents, but to also apply restrictions to their PDF files. For example, the owner of the document can allow only certain people to access the PDF and can also restrict anyone from making edits or comments on the document. Schools can also prevent anyone from printing out a physical copy of a digital document for extra security. Knowing who has access to your documents and what they can see is a must when it comes to sharing digital files. With PhantomPDF, you can set password

protection so that only individuals who have the password can access your documents. Documents can also be protected using MIP (Microsoft Information Protection) integration to have precise control over who can have access to your content and when they can view it.

There are also powerful redaction tools for schools to permanently redact confidential student information such as name, social security number, address, and more from student records. In the case that a document does need to be passed around, redacting sensitive information is a common use-case. With PhantomPDF, school users can search and redact the same words or numbers throughout a whole document, saving time and increasing productivity.

Electronic Signatures

Schools are constantly processing different documents that require signatures for authorization. Ink signatures on paper documents are an extra step to work with when it comes to processing digital documents and forms. Today there are different ways to securely sign PDF documents with controlled security, but without legal risks. PhantomPDF provides features such as digital signature, DocuSign, and quick PDF sign (Fill and Sign).

Digital signatures can be used to authenticate the identity of a user as well as the integrity of the document content. This type of signing stores information about the signer along with the date, time, and state of the document when it was signed. By default, Foxit PhantomPDF checks the validity of a digital signature when the documents are opened, ensuring the authenticity of signatures and the integrity of the document.



Digital IDs used in digital signatures identify a person or organization and are usually obtained from a trusted third-party provider called a Certificate Authority (CA). However, users of PhantomPDF can also create a self-signed digital ID to use in a high trust environment. Digital ID is password protected and stored in a computer.

Foxit PhantomPDF is integrated with e-signing solutions such as DocuSign, so users can directly sign a document or initiate a signing flow within the same platform. Users can also create digital ink signatures on their PDFs and custom signatures that they can place as a stamp on their PDF documents such as contracts and forms.

Enhanced Workflow with ECM/DMS Integrations

Having a good document management system integration to use Foxit's PDF editing capabilities properly is a must. Enhance your workflow without multiple integrations with DMS platforms. Foxit PhantomPDF's integrations with multiple Cloud Storage Services, Enterprise Content Management Systems (ECMs), and Document Management Systems (DMS) allows school users to create, open, save, and collaborate on their PDF files using their centralized on-premises or cloud file management systems effortlessly for enhanced workflow productivity.

Foxit PhantomPDF allows users to open, check-out, and save back PDFs directly from the following:

- Google Drive
- SharePoint
- OneDrive
- Dropbox
- Box
- Worldox
- Documentum
- EDOCS DM
- iManage Work
- NetDocuments
- Enterprise Connect
- Egnyte

Take Control of Campus-wide Deployment

Foxit makes it simple and easy to deploy our desktop software across all devices across schools no matter how wide your campus reaches. Group policies can be set for standardization, and SCCM deployments and SCUP (Microsoft System Center Updates Publisher) are supported to allow administrators to more accurately and efficiently install and update software. Mass deployments can also be customized through XML configuration support.

Switching to a new software solution can be a difficult transition for schools, as they need to get their students, parents, teachers, and staff all on board. Foxit provides 24-hour support and gives IT staff their support with specialized training and webinars to make adoption as effortless as possible. With our plethora of online tutorials at hand to guide students, teachers, and staff through product features, IT staff can be offloaded from having to answer tedious support questions.



Developer Solutions with Foxit's SDK Technology

Schools are always looking for ways to enhance their digital experience. With online portals for students, teachers, and staff to access their documents and information, schools are constantly using PDF technology in their workflows. Whether it be for viewing statements online or signing digital contracts, PDF technology is an integral part of school documents. From development to integrations within in-house apps and systems, Foxit provides PDF Software Development Kits (SDKs) that can enable schools to integrate Foxit's API into your school system easily.

Our *Education* Customers



...and more!