



# USER MANUAL

**Foxit AI Assistant**

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# Introduction

## About the User Manual

This manual covers all features available at ai.foxit.com and the AI Assistant embedded in the Foxit PDF Editor across Windows, macOS, mobile, and the cloud (hereafter referred to as the “Foxit PDF Editor”). For simplicity, both ai.foxit.com and the AI Assistant within the Foxit PDF Editor will be collectively referred to as “Foxit AI Assistant”.

## Foxit AI Assistant Overview

Foxit AI Assistant is an intelligent tool designed to improve productivity and streamline how you work with digital documents. Powered by ChatGPT, it helps users interact more efficiently with PDFs through natural language. The AI Assistant is available in both the Foxit PDF Reader/Editor and the Foxit AI web portal at ai.foxit.com, allowing flexible access anytime, from a browser.

## Core features of Foxit AI Assistant

### Chat with AI Assistant

Ask questions in natural language and receive detailed, real-time answers from the chat box.

### Chat with Documents & Images

Analyze one or more documents and ask questions based on their content. For PDFs with attachments or images, the AI Assistant can extract information and provide deeper insights.

### Summarize Document or Text

Instantly generate clear and concise summaries from text or entire documents.

### Rewrite and Enhance Text

Paraphrase and enhance your writing for better clarity, tone, or length —ideal for editing, marketing, or improving overall readability.

### Translate Content

Translate selected text or full documents into multiple supported languages.

### Spelling and Grammar Correction

Easily detect and fix spelling or grammar issues in your writing.

## **Explain Content**

Receive brief, easy-to-understand explanations or definitions of selected terms or passages.

## **Exclusive Features in Foxit PDF Editor**

These features are available when using the AI Assistant inside the Foxit PDF Editor (desktop, mobile, or cloud):

- ✓ **Smart PDF Commands**  
Quickly execute PDF editing tasks—such as highlighting, commenting, or converting—by simply asking the AI Assistant.
- ✓ **Intelligent Read**  
Listen to your documents with a natural voice for a more accessible and seamless reading experience.
- ✓ **AI Bookmark**  
Automatically generate bookmarks based on document structure and page ranges, making navigation easier.

## **Security**

Foxit AI Assistant may produce inaccurate information about people, places, or facts. The AI Assistant's privacy policy aligns with [Data Privacy Policy for Azure OpenAI](#) and [Data Privacy Policy for Document Intelligence](#). For more information on the AI Assistant's security, please refer to [Foxit AI Assistant Security Overview](#).

# **Get started with Foxit AI Assistant**

You can access Foxit AI Assistant either within Foxit PDF Editor or through any modern web browser by visiting [ai.foxit.com](https://ai.foxit.com). To use Foxit AI Assistant, simply sign in with your Foxit account.

**Note:** *Foxit AI Assistant operates on a credit-based system for interactions with AI-powered tools. You can track your credit usage via the Credits icon  located at the top-right corner of the [ai.foxit.com](https://ai.foxit.com) webpage or the AI Assistant panel in Foxit PDF Editor. For detailed information about credit usage, please refer to [AI Credit Usage Policy](#).*

## Access Foxit AI Assistant within Foxit PDF Editor across all platforms

Foxit AI Assistant is seamlessly integrated into Foxit PDF Editor on Windows, macOS, mobile, and the cloud. To access it within Foxit PDF Editor on these platforms, follow the instructions below.

### Foxit PDF Editor for Windows and macOS

1. Launch Foxit PDF Editor.
2. Click **AI Assistant** on the ribbon and select a command from the **AI Assistant** tab. Choosing **AI Chat** from the **AI Assistant** tab will open the AI Assistant panel on the right side of the application window, allowing you to perform PDF tasks or access additional tools and functions.  
Alternatively, with a document open in Foxit PDF Editor, you can select any text in the document and choose an AI tool from the floating toolbar to perform various tasks.
3. For detailed information about each tool and function within Foxit AI Assistant, please refer to [Interact with Foxit AI Assistant](#).

### Foxit PDF Editor for Mobile

Choose one of the following methods to access Foxit AI Assistant:

- (Tablets only) In any view on the main interface (Home/Files/Template/Tools), tap  in the lower-right corner of the application window, and choose **AI Chat**. Then select a PDF file to open it and work with AI Assistant.
- On the document pane, tap  in the lower-right corner of the application window, and choose **AI Chat**.
- Select any text in your document, and tap **AI Assistant** in the pop-up menu. Then select a tool from the menu to perform tasks.
- Long-press any image in your document and tap **Ask AI** in the pop-up menu.

### Foxit PDF Editor Cloud

1. Visit [pdfonline.foxit.com](https://pdfonline.foxit.com) in your web browser and sign in to Foxit PDF Editor Cloud using your credentials.
2. Open a document.
3. Click **AI Assistant** on the ribbon and select a command from the **AI Assistant** tab. Choosing **AI Chat** from the **AI Assistant** tab will open the AI Assistant panel on the right side of the application window, allowing you to perform PDF tasks or access additional tools and functions.  
Alternatively, you can select any text in your document and choose an AI tool from the floating toolbar to perform various tasks.
4. For detailed information about each tool and function within Foxit AI Assistant,

please refer to [Interact with Foxit AI Assistant](#).

## Access Foxit AI Assistant at ai.foxit.com

You can interact directly with Foxit AI Assistant by visiting <https://ai.foxit.com> in a web browser, without needing to install any software. For detailed information on each tool and function within Foxit AI Assistant, please refer to [Interact with Foxit AI Assistant](#).

## Interact with Foxit AI Assistant

Foxit AI Assistant, powered by ChatGPT, is designed to enhance your productivity and efficiency in digital document workflows. This section provides instructions on each feature, helping you maximize your use of the AI-powered features.

### **Tips:**

1. To start a new conversation with AI, you can always click on the Clear History icon  above the chat box to remove all previous interactions.
2. You can give your feedback on AI's responses by clicking on the **Like**  or **Dislike**  icon below each AI-generated response.
3. To quickly access tools, you can enter "/" or click the  icon in the chat box to display a list of available AI-powered tools. You can also type a keyword after "/" to find your desired tool more efficiently.

## Ask AI

You can ask AI anything, upload documents for summarization or analysis, and even inquire about specific details within the uploaded documents to improve work efficiency.

How to ask AI:

Enter a prompt, such as "Give me a time-limited promotion activity plan for eyeglasses", into the chat box. Submit the prompt and take a moment to read through the response. Additionally, you can upload documents to the AI assistant to summarize the content or ask specific questions related to the documents to enhance efficiency.

## Summarize Text/Documents

You can ask AI to summarize the given text or to summarize one or more documents (PDF, PNG, and JPG files). The following steps are based on the AI Assistant within Foxit PDF Editor for Windows.

To summarize text:

1. Launch Foxit PDF Editor for Windows.
2. Click **AI Assistant** on the ribbon and choose **AI Chat** to open the **AI Assistant** panel.
3. Enter "/" or click the  icon in the chat box, and choose **Summarize Text** from the tool list that appears.
4. Input the text you want to summarize in the chat box.
5. Submit your request and wait for the response.
6. Once the summary is generated, you can use the icons located beneath the response to:
  - Copy the summary using the **Copy this answer** icon .
  - Generate an alternative version by clicking the **Regenerate** icon . If multiple versions have been generated, use the arrow icons next to the **Regenerate** icon to navigate and select the best one.

***Tip:** If working on a document in Foxit PDF Editor, you can select the text that you want to summarize and choose **AI Assistant** > **Summarize** from the floating toolbar.*

To summarize documents:

1. Launch Foxit PDF Editor for Windows.
2. Click **AI Assistant** on the ribbon and choose **AI Chat** to open the **AI Assistant** panel.
3. Enter "/" or click the  icon in the chat box, and choose **Summarize Document** from the tool list that appears. Select the document you want to summarize and click **Open**.
4. (Optional) To summarize one or more documents, click the **Add Files** icon  in the chat box to select your files.

The files you added will appear in the chat box. After adding all the desired files, click the **Summarize the document** option beneath the files list.
5. Once the summary is generated, you can use the icons located beneath the response to:
  - Copy the summary using the **Copy this answer** icon .

- Generate an alternative version by clicking the **Regenerate** icon  . If multiple versions have been generated, use the arrow icons next to the **Regenerate** icon to navigate and select the best one.
6. You can take additional steps as follows:
- If the document is a PDF and contains PDF attachments, you can enhance your document analysis by continuing to analyze the attachments directly from the AI Assistant's prompt. This allows for a more comprehensive understanding of all contained information.
  - Ask AI any questions related to the documents in the chat box to gain deeper insights regarding specific content within the documents.

## Translate Text

Easily translate text into different languages by following these steps (based on the AI Assistant within Foxit PDF Editor for Windows):

1. Launch Foxit PDF Editor for Windows.
2. Click **AI Assistant** on the ribbon and choose **AI Chat** to open the **AI Assistant** panel.
3. Enter "/" or click the  icon in the chat box, and choose **Translate Text**.
4. Input the text you want to translate in the chat box and choose the target language for translation.
5. Submit your request and wait for the response.
6. Once the translation is complete, you can use the icons located beneath the response to:
  - Copy the translated text using the **Copy this answer** icon .
  - Generate an alternative version by clicking the **Regenerate** icon  . If multiple versions have been generated, use the arrow icons next to the **Regenerate** icon to navigate and select the best one.

*Tip: If working on a document in Foxit PDF Editor, you can select the text that you want to translate and choose **AI Assistant** > **Translate** from the floating toolbar.*

## Translate Documents *(Available for the AI Assistant within Foxit PDF Editor)*

With just a few clicks, our AI Assistant lets you effortlessly translate an entire PDF document. For example, using the AI Assistant within Foxit PDF Editor for Windows, you can translate documents through the **Translate Document** command from the **AI Assistant** tab on the ribbon or by using the **Translate Document** tool in the **AI Assistant** panel.

## Using the Translate Document command on the ribbon

1. Open your document in Foxit PDF Editor for Windows.
2. Click **AI Assistant > Translate Document**.
3. In the pop-up dialog box, select the target language for translation and click **Translate**.
4. Once the translation is complete, the translated document automatically opens in a new tab in Foxit PDF Editor.

## Using the Translate Document tool in the AI Assistant panel

1. Open your document in Foxit PDF Editor for Windows.
2. Click **AI Assistant** on the ribbon and choose **AI Chat** to open the **AI Assistant** panel.
3. Enter "/" or click the  icon in the chat box, and choose **Translate Document**.
4. Select the target language for translation.
5. Submit your request and wait for the response.
6. After the translation is complete, click **Open** in the AI Assistant's response to view the translated document in a new tab in Foxit PDF Editor. Alternatively, select **Re-translate** to produce a different version of the translation.

## Enhance Writing

The Enhance Writing tool helps refine, rewrite, and improve your text according to your specified tone and length preferences. Use this tool to elevate the quality of your writing and ensure it meets your desired standards. To access this feature, follow these steps (based on the AI Assistant within Foxit PDF Editor for Windows):

1. Launch Foxit PDF Editor for Windows.
2. Click **AI Assistant** on the ribbon and choose **AI Chat** to open the **AI Assistant** panel.
3. Enter "/" or click the  icon in the chat box, and choose **Enhance Writing**.
4. Input the text you want to rewrite in the chat box and specify your preferred tone and length for the output result.
5. Submit your request and wait for the response.
6. Once the rewriting process is complete, you can use the icons located beneath the response to:
  - Copy the output text using the **Copy this answer** icon .
  - Generate an alternative version by clicking the **Regenerate** icon . If multiple versions have been generated, use the arrow icons next to the **Regenerate** icon to navigate and select the best one.

**Tip:** If working on a document in Foxit PDF Editor, you can select the text that you want to rewrite and choose **AI Assistant** > **Enhance writing** from the floating toolbar.

## Define and Clarify

Foxit AI Assistant can help you quickly understand challenging words or concepts in your PDFs. With the **Define and Clarify** tool, you can obtain concise explanations and definitions for difficult terms in just a few clicks. To utilize this feature, follow these steps (based on the AI Assistant within Foxit PDF Editor for Windows):

1. Launch Foxit PDF Editor for Windows.
2. Click **AI Assistant** on the ribbon and choose **AI Chat** to open the **AI Assistant** panel.
3. Enter "/" or click the  icon in the chat box, and choose **Define and Clarify**.
4. Input the text you need explained in the chat box.
5. Submit your request and wait for the response.
6. Once the explanation is provided, you have the following options from the icons located beneath the response:
  - Copy the explanation using the **Copy this answer** icon .
  - Generate an alternative version by clicking the **Regenerate** icon . If multiple versions have been generated, use the arrow icons next to the **Regenerate** icon to navigate and select the best one.
  - Copy the explanation as a comment using the **Copy this answer to comment** icon  to add the explanation text as a Note comment in the currently opened document in Foxit PDF Editor.

**Tip:** If working on a document in Foxit PDF Editor, you can select the text that you want the AI Assistant to define and choose **AI Assistant** > **Define and Clarify** from the floating toolbar.

## Spelling & Grammar

Use the **Spelling & Grammar** tool to help you check spelling and grammar errors in your text, thereby improving the overall quality of your writing. To access this feature, follow these steps (based on the AI Assistant within Foxit PDF Editor for Windows):

1. Launch Foxit PDF Editor for Windows.
2. Click **AI Assistant** on the ribbon and choose **AI Chat** to open the **AI Assistant** panel.
3. Enter "/" or click the  icon in the chat box, and choose **Spelling & Grammar**.
4. Input the text for review in the chat box.
5. Submit your request and wait for the response.

6. Once the result is provided, you have the following options from the icons located beneath the response:
  - Copy the output using the **Copy this answer** icon .
  - Generate an alternative version by clicking the **Regenerate** icon . If multiple versions have been generated, use the arrow icons next to the **Regenerate** icon to navigate and select the best one.
  - Copy the output as a comment using the **Copy this answer to comment** icon  to paste it as a Note comment in the currently opened document in Foxit PDF Editor.

*Tip: If working on a document in Foxit PDF Editor, you can select the text that you want the AI Assistant to check and choose **AI Assistant** > **Spelling & Grammar** from the floating toolbar.*

## **Smart PDF Commands (Available for the AI Assistant within Foxit PDF Editor)**

Foxit AI Assistant's smart PDF commands enable you to execute prompt-based PDF actions effortlessly in your documents, automating and simplifying document workflows without manually searching through specific command menus or ribbons. Simply type or select a PDF command – such as adding a header/footer, reordering pages, or converting formats - and your PDF is edited in real time. To utilize this feature, follow these steps (based on the AI Assistant within Foxit PDF Editor for Windows):

1. Launch Foxit PDF Editor for Windows.
2. Click **AI Assistant** on the ribbon and choose **AI Chat** to open the **AI Assistant** panel.
3. Enter "/" or click the  icon in the chat box and choose your desired PDF command from the tool list.  
Alternatively, enter the keywords of the command directly after the character "/" and submit. The AI Assistant will suggest relevant commands for selection.
4. Modify the command description if necessary. Once a command is chosen (e.g., Add header/footer), a description for the command (e.g., Add "text" as the center footer for all pages) is automatically added to the chat box. Adjust the description as needed (e.g., Add "Sample" as the center header for all pages) and then submit.
5. The AI Assistant will respond with a prompt based on your request, asking for further confirmation. Click **Yes** to execute the command or **No** to cancel.
6. If you click **Yes** in the previous step, the AI Assistant will begin execution immediately and provide you with a prompt result once the execution is completed. For certain command tasks, you may be prompted to perform

additional actions during execution, such as selecting a file to attach to the document.

## **Intelligent Read (Available for the AI Assistant within Foxit PDF Editor)**

Foxit AI Assistant's Intelligent Read feature goes beyond simple text-to-speech, using a natural human-like AI voice with appropriate tone and inflection to read your documents aloud. This feature allows you to absorb content effortlessly while multitasking or resting your eyes. To use this feature, follow these steps (based on the AI Assistant within Foxit PDF Editor for Windows):

1. Open the document in Foxit PDF Editor.
2. Click **AI Assistant** on the ribbon and choose **Intelligent Read** to open a dropdown menu.
3. Choose your reading options from the menu, including page range, voice, speed, and volume. After setting your preferences, click **Preview Voice** to listen to the selected voice and refine the settings as needed.
4. Click the **Play** button to start reading the document. You can pause or stop anytime using the corresponding buttons.

## **AI Bookmark (Available for the AI Assistant within Foxit PDF Editor)**

Foxit AI Assistant offers an intelligent bookmarking feature that automatically generates bookmarks in documents based on their structure or page ranges - all with a single click and without the need for preformatted headers or tags. To utilize this feature, follow these steps (based on the AI Assistant within Foxit PDF Editor for Windows):

1. Open the document in Foxit PDF Editor.
2. Click **AI Assistant** on the ribbon and choose **AI Bookmark**.
3. Foxit AI Assistant will immediately begin analyzing the document and automatically create bookmarks in the **Bookmarks** panel.

## 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.

- *Office Address:*  
Foxit Software Incorporated  
39355 California Street  
Suite 302  
Fremont, CA 94538  
USA
- *Sales:*  
1-866-680-3668
- *Support & General:*  
[Support Center](#)  
1-866-MYFOXIT, 1-866-693-6948
- *Website:*  
[www.foxit.com](http://www.foxit.com)