



User Manual

Foxit ConnectedPDF

Microsoft® Partner
Gold Independent Software Vendor (ISV)

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Anti-Grain Geometry - Version 2.4

© Maxim Shemanarev (<http://www.antigrain.com>)

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ConnectedPDF overview

Foxit ConnectedPDF allows each PDF to carry an identity assigned by the ConnectedPDF 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 ConnectedPDF enabled applications and services:

- Foxit PhantomPDF (for Windows)
- Foxit Reader for Windows, Foxit Reader for macOS 2.0.0-2.4.4, Foxit Reader for Linux 2.1.0-2.4.4
- Foxit MobilePDF for Windows 2.1/2.2/2.3, Foxit MobilePDF for Android and iOS
- Foxit Reader Online and Foxit PhantomPDF Online (for Internet Explorer 9/10/11, 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.

Note:

1. *The screenshots and steps in this manual are based on Foxit PhantomPDF, Foxit Reader (for Windows, macOS, and Linux) and Foxit MobilePDF (for Android, iOS, and Windows).*
2. *For MobilePDF for iOS, ConnectedPDF is available on iPad 3, iPhone 5, and newer generation products.*

ConnectedPDF accounts

A ConnectedPDF account is required to create, control and protect your own ConnectedPDF document as well as collaborate with other users. In Foxit PhantomPDF and Foxit Reader for Windows, you can sign in with multiple accounts at the same time if your documents are involved in multiple servers. For example, when you have logged in to your Foxit account on Foxit Server, you can also log in to your enterprise account on the deployed ConnectedPDF server.

Create a Foxit account and sign in

- (Foxit PhantomPDF & Reader) Please navigate to the user center (the user icon) in the upper-right corner of the application window and sign up a Foxit account. You will sign in to Foxit account automatically after the successful sign-up.

- (Foxit MobilePDF) 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. You will sign in to Foxit account automatically after the successful sign-up.

Sign in with an enterprise account

If you are using Foxit PhantomPDF, Foxit Reader for Windows, and Foxit MobilePDF for iOS and Android, you can work with Foxit ConnectedPDF with your enterprise account.

- (Foxit Phantom & Foxit Reader for Windows) Click the inverted triangle  icon next to the user icon in the upper-right corner of the application window and choose **Sign In**. (If you have logged in to other accounts, choose **Add another account**.) Click **Add an Enterprise Account** in the Sign In dialog box.
- (Foxit MobilePDF) Tap **Sign In** in the Tool Switcher, and choose **Sign in with an Enterprise ID** in the **Sign In** dialog box.
- Enter the URL for the ConnectedPDF server and then click or tap **Next** to sign in with your enterprise account.

If you are working on Foxit PhantomPDF and Foxit Reader for Windows with multiple accounts logged in, for example, when creating or protecting a ConnectedPDF file, you need to set the server where you want to work on or save files as default first. To set the desired server as default, click the inverted triangle  icon next to the user icon in the upper-right corner of the application window, select the server and choose **Set As Default**. Then you can see the user icon also changes to the corresponding account; click the inverted triangle  icon and a check mark appears next to the server name. (You'll be prompted to log in first when opening a file that is not saved in the current ConnectedPDF servers.)

Change the profile and password of your account

- (Foxit PhantomPDF & Foxit Reader) Click the inverted triangle  icon next to the user center icon and click **Personal Homepage** when you have signed in to only one account; or select the corresponding server and then choose **Personal Homepage**. (Or you can directly click the user icon, you will be switched to the personal homepage of the corresponding account.) Put the cursor on the name/user icon, and the **My Profile** button appears. Click **My Profile** and enter the new information such as the password in **MY PROFILE** as needed.
- (Foxit MobilePDF) Click or tap the email address and choose **MY PROFILE** in the **Personal Homepage**. Enter the new information to change the profile/password as needed.

Log out an account

- (Foxit PhantomPDF & Foxit Reader) To log out an account, click the inverted triangle  icon next to the user icon in the upper-right corner of the application window, and choose **Sign out**

when you have signed in to only one account; or select the corresponding server and choose **Sign out**. You can sign out all accounts with one click. Click the inverted triangle  icon next to the user icon in the upper-right corner of the application window and choose **Sign Out All Accounts**.

- (Foxit MobilePDF) Tap **My Account** from the Tool Switcher, and choose **Logout**.

Document homepage

The metadata of each ConnectedPDF document can be presented in a document homepage which contains full information of the attributes, version history, events, and connections associated with a document.

To open the document homepage, do the following steps:

For Foxit PhantomPDF & Foxit Reader

- (Windows) Click **Connect > Document Info > Document Homepage**.
- (macOS & Linux) Click **Connect > Document Homepage**.

For Foxit MobilePDF

- (Android & iOS) Tap **More** (the Three Dots symbol) > **Connect > Document Homepage**.
- (Windows) Click or tap  > **Document Homepage**.

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 of the document that is currently open, the latest version is the most recently registered version, and the original version is the version of the document that was first converted to ConnectedPDF.

- **File Name** – 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 ConnectedPDF.
- **Converted to cPDF with** – the application that the document was converted to ConnectedPDF 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 tapping or clicking the **Edit** button (the pencil icon ).

Note: The document owner can access all the information in the document homepage. Other users can only view the **DOCUMENT INFO** in the document homepage by default. The document owner can change the setting in [the PERMISSIONS tab](#). If users are unauthorized to access the document homepage or need to access more information in the document homepage, they can submit requests within the document homepage to request permissions from the owner.

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**.
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 document.

- **Latest document version:** shows the document properties of the latest 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. Click or tap **View all versions** to view the detailed version history of the document in the **VERSIONS** tab.

The VERSIONS tab

The **VERSIONS** tab shows the detailed version history of the document in a tree diagram and displays all the versions that were registered by the registrars. Click or tap the minus/plus sign 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. In the version tree, a version with a small bell icon means that the

version was registered by the owner. A solid bell icon means the owner sent an update notification when registering the version; while a hollow one means an update notification was not sent. Versions without a bell icon were registered by other users.

You can search for the version you need by typing the keywords in the Search box. Put the cursor over or tap the version number, and then a menu will drop down, which may contain the following options: **View File Online**, **Open Local file**, and **Request File**. Click or tap **Expand All** to show all the versions and **Collapse All** to hide them.

- **View File Online:** 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. This option is available in Foxit PhantomPDF, Foxit Reader, and Foxit MobilePDF for Android & iOS, and will appear only if the current user has the document saved on the local hard disk.
- **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 Foxit PhantomPDF or Foxit Reader (for 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 on 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 on one page.

The EVENTS tab

If a ConnectedPDF document has enforced tracking, all activities performed by any user with Foxit ConnectedPDF-enabled applications will be listed in the **EVENTS** tab, 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 on 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 on one page.

*Note: For ConnectedPDF documents that do not have enforced tracking, when **Allow usage data***

*to be used in ConnectedPDF features in File > Preferences > ConnectedPDF is enabled, the usage data from users will be tracked and collected, and will display in some tabs of the Document Homepage, including the **EVENTS** tab.*

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 document permissions to access the document for different users. The owner can also restrict other users' ability to register a new version or start a Connected review for a specific document.

Set the Document Homepage permissions

1. In the **PERMISSIONS** tab, choose **DOCUMENT HOMEPAGE PERMISSIONS**, which contains two permissions: **VIEW DOCUMENT INFO** and **VIEW USAGE DATA**. By default, **VIEW 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 (other) 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**.

Document Permissions

1. Choose the **DOCUMENT PERMISSIONS** tab that shows all the permissions set before. Tap or click the plus sign  beside the user name to check the permission details. See also [Edit and Manage Permissions](#).
2. (Optional) Click or tap **Add New User** to specify permissions for more users. In the pop-up **Add New Permission** dialog box, enter the user email, select options as needed and click or tap **Submit**. Click or tap the pencil  icon or the cross  icon to modify or delete the existing permission settings. The owner can bulk modify or delete the settings by checking the boxes to select multiple users.

Configure Document Option Permissions

1. Choose the **DOCUMENT OPTION PERMISSIONS** tab where you can restrict who can register a new version or start a Connected Review.
2. Click or tap **Add New User**, add the user and select options you want to restrict in the pop-up

Add New User dialog box.

3. Click or tap **Submit**. The permissions of the user will be listed in the **DOCUMENT OPTION PERMISSIONS** tab. Click or tap the pencil  icon to modify the permissions, or click or tap the cross  icon to delete the permission settings.
4. (Optional) For **All Other Users**, you can also modify the permissions as needed by clicking or tapping the pencil  icon.

Note: *Foxit PhantomPDF and Foxit Reader allow users to restrict the two permissions (Register New Version and start Connected Review) in **Preferences > ConnectedPDF**, which is the default setting for all of the newly created Connected documents. In Foxit MobilePDF for Android and iOS, you can restrict the two permissions in **Settings > Connect > Default Permissions**. In Foxit MobilePDF for Windows, you can restrict the permission to register new versions in **Settings > Default Permissions**.*

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 Foxit PhantomPDF and Foxit Reader (for 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.

The REVIEW tab

The tab appears in the Document Homepage only if the document was/is in a Connected Review. If the review involves a large number of participants or contains lots of comments, users may want to filter comments to view the specific comments they need. This tab acts as a comment dashboard where a list of all comment activities on the PDF document during the Connected Review can be viewed at a glance and filtered (e.g. by user). The tab also includes the detailed information of the review. All users involved in the review are allowed to open the **REVIEW** tab.

To open the **REVIEW** tab, do the following:

Only when you are in a Connected review can you open the **REVIEW** tab by opening the document homepage and choosing the tab, or by clicking or tapping **Connected Review > Read Review Summary** in the **ConnectedPDF** panel in the navigation pane to open [the REVIEW tab](#) in Document Homepage.

REVIEW RECORDS lists all comment activities including the user information (Name and Email),

the detailed operations, as well as when they made comments and what commenting tools they used. You can filter the comment activities to display the ones you need and hide the unwanted based on certain criteria like TIME/ USER NAME/ USER EMAIL, by clicking or tapping the down arrow next to each column name (TIME/ USER NAME/ USER EMAIL) and selecting the items you need. By default, ten records of comment activities are displayed on 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 on one page. (**Tip:** For the comments that include text, such as Typewriter, Callout, and Note comments, you can click or tap the eye icon in front of the record to display the text content in the dropdown message.)

REVIEW INFO shows the document name, when the review was started, and the review participants.

Note: The comment activities listed in the **REVIEW** tab can also be found in the **EVENTS** tab. The **REVIEW** tab only displays the comments made by users who use Reader/PhantomPDF 8.2, MobilePDF (for Android and iOS) 5.3, and the later versions.

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:

- (Foxit PhantomPDF & Foxit Reader) Click the user center in the upper-right corner of the application window. For Foxit Phantom and Reader (for Windows) users, you can also click the inverted triangle next to the user center and select **Personal Homepage** in the drop-down list.
- (Foxit MobilePDF) Tap **My Account > Personal Homepage**.

Note: In Foxit PhantomPDF and Foxit Reader (for 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 web browser. Check one mode and click **OK**. You can change the setting in **File > Preferences > ConnectedPDF**.

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

MY HOME

This tab provides an overview of documents and messages, including the 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 **Document to cPDF**, **Open PDF Online** and **Compress PDF** in your web browser. The web tools provide an all-in-one PDF solution via web browsers with no downloads or plugins required.

DOCUMENTS

There are four types of document lists in this tab: **My Documents**, **Viewed Documents**, **My Uploaded Documents**, and **My Reviewed Document**.

- Click or tap the plus sign beside the file name to show more document information.
- Click or tap the file name will open the document homepage.
- In the **ACTION** column, do any of the following:

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.

View File Online: open the selected version in the default web browser. The option appears only if the version was uploaded to the server by the registrar.

Open Local File: open the document in the local drive. This option is available in Foxit PhantomPDF, Foxit Reader, and Foxit MobilePDF for Android & iOS, and will appear only if the current user has previously had the document stored in the local drive.

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

Comment Dashboard: open the **REVIEW** tab in Document Homepage to view details of all reviews as well as comment activities. This option is available only for the documents under the **My Reviewed Documents** tab.

Stop cReview: end the review of the document. This option is available only for the documents under the **My Reviewed Documents** tab.

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 on 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 on one page.*

Viewed Documents contains all the ConnectedPDF documents the user accessed with usage data collection enabled. You can view each document's name, owner, which version and when the user viewed, open status (whether the user opened the document successfully), and more. Choose a

button in the **ACTION** column for more actions.

My Uploaded Documents shows all the documents uploaded when the user registered a new version, added protection, started a review, and invited others to join a discussion in the Online Comment Board. From the **ACTION** column the user can choose to view or delete the online copy. Click or tap **View all my cloud document** to open your Foxit drive in your default web browser.

My Reviewed Document lists all the documents on which you started and joined Connected reviews.

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**, **Document Ownership Changes**, and **Connected Review**.

Received Messages

Click or tap **Received** to check the messages you received.

- In the **Document Permission Requests** and **Document Homepage Permission Requests** sub-tabs, each request you receive 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 plus sign beside the file name to show the text message left by the requester. In the **ACTION** column, choose **Approve** or **Reject** to respond to the requester by email. Meanwhile, you can optionally send a system notification to the requester. You can bulk respond by checking the boxes in the **SELECT** column to select multiple requests.
- In the **Document Requests** sub-tab, each request you receive includes the requested file name, requester email, when and which version he requested, and the status. Click or tap the plus sign beside the file name to show the text message left by the requester. In the **ACTION** column, choose **Send** or **Reject** to respond to the requester by email. Meanwhile, you can optionally send a system notification to the requester.
- In the **Document Ownership Changes** sub-tab, each record includes: the file name, the previous/current owner's name and email, and when the ownership was transferred. 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; if you choose **Sent > Document Ownership Changes**, the change history lists the documents whose ownership were transferred by you, and the current owners.
- In the **Connected Review** sub-tab, displays the history of the Connected reviews you were invited to join. Each record includes: the file name, the initiator, the status, and the started

time of the review. In the **ACTION** column, choose **View File Online** to view the file in Foxit PhantomPDF Online in your default web browser.

Sent Messages

Click or tap **Sent** to check the messages you have sent. Similar to the messages you received, each record includes related items. (See also [Received Messages](#))

If you need a timely reply, click or tap **Resend Notice** in the **ACTION** column to send a reminder to the document owner or holder.

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

The Notifications list

For PhantomPDF, PhantomPDF Online, Reader, Reader Online, and MobilePDF (for iOS & Android) users, you can find all the messages you received in the Notifications list by clicking the

Notifications icon  in the upper-right corner of the application window. A red dot appears on the Notifications icon if you have any pending message. You can quickly mark all notifications in the box as read by clicking or tapping the three horizontal dots in the upper-right corner of the box and selecting **Mark all as read**. If you change the ownership to others, all pending requests you received in the notifications will automatically be rejected. And requesters should send requests to the new owner.

Create ConnectedPDF

Create a Connected PDF with one step

You need to sign in your Foxit account first to create your own ConnectedPDF document. Convert existing PDFs to Connected PDFs by doing any of the followings:

For Foxit PhantomPDF & Foxit Reader

- (Windows) Click **Connect > Create ConnectedPDF > Convert to cPDF**.
- (macOS & Linux) Click **Connect > Convert to cPDF**.

For Foxit MobilePDF

- (Android & iOS) Tap **More** (the Three Dots symbol) > **Connect > Convert to cPDF**.

- (Windows) Click or tap  > **Convert to cPDF**.

You can also enable automatic ConnectedPDF creation, so that any PDF generated from other formats will be Connected PDFs; existing PDFs, after being edited and saved, will automatically be converted to Connected PDFs. To enable/disable automatic ConnectedPDF creation:

For Foxit PhantomPDF & Foxit Reader

- (Windows) Check/Uncheck **Automatically save PDF files in ConnectedPDF format (including those created from plugins) only when signed in** in **File > Preferences > ConnectedPDF**.
- (macOS & Linux) Check/Uncheck **Automatically save PDF files in ConnectedPDF format** in **Foxit Reader** (macOS) or **Edit** (Linux) > **Preferences > ConnectedPDF**.

For Foxit MobilePDF

- (Android & iOS) Slide the **Convert to ConnectedPDF** toggle to ON/OFF in **Settings > Connect**.
- (Windows) Check the **Automatically convert PDF files to ConnectedPDFs** option in **Settings > Convert to cPDF**.

In Foxit PhantomPDF and Foxit Reader (for Windows), you can sign in to your Foxit account through the **Sign In** button in the Office plugins to create your own ConnectedPDF documents. Click the **Document Homepage** button in the Office plugins to view the document homepage of the created ConnectedPDF document. *(Note: The **Document Homepage** button is greyed out unless you check the option **Automatically convert Office files to Connected when converting to PDF via Office add-in** in **File > Preferences > ConnectedPDF**. After the option above is checked, the other option **Automatically save PDF files in ConnectedPDF format (including those created from plugins) only when signed in** in **File > Preferences > ConnectedPDF** will also be checked.)*

With the option **Automatically save PDF files in ConnectedPDF format (including those created from plugins) only when signed in** checked, when you split or extract ConnectedPDF documents, the newly generated PDF documents are ConnectedPDF documents.

***Tip:** 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

For a document that needs updating frequently, the document owner, as well as other users, may need to revert 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 other users) 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](#).

(Note: Owners can restrict users' ability to register a new version. See also [the PERMISSIONS tab](#))

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 or other servers 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 do the following:
 - For Foxit PhantomPDF & Foxit Reader:
Click **Connect > Register New Version**.
 - For Foxit MobilePDF:

(Android & iOS) Tap **More** (the Three Dots symbol) > **Connect > Register New Version**.

(Windows) Click or tap  > **Register New Version**.

3. Edit the tag and input the version description as needed.
4. (Optional) In Foxit PhantomPDF or Foxit Reader, check **Upload or Link document**. You can upload the new version of the document with its version information to the Foxit ConnectedPDF server, or add a link to access the document on another server or third-party file storage solution.
5. (Optional) In Foxit PhantomPDF *Business*, if you are the document owner, you can choose to register the new version with or without an update notification to all other document viewers by checking **Send update notification to all users** and adding the notification message. The update notification will appear when other document viewers open an older version of the document.
6. 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](#). You'll be prompted that the new version has been registered successfully.

When other users open an older version of the document, a message box appears with an update notification if any. If the registrar has uploaded the file to Foxit Server or other servers, users can click **Download/Copy Link** or tap **Get Update** in the Update Notification message box to download the document; if not, click **Send Email** or send an email manually to request the new version from the registrar.

Configure Open Message (PhantomPDF *Business* only)

Document owners can convey messages to viewers by adding an Open Message to the document, which will display every time a user opens the document. Owners can modify the message any time and the viewers will receive the latest message. Owners can also call back a message.

1. Open your document, sign in to your account, and then click **Connect > Create ConnectedPDF > Configure Open Message**.
2. In the **Configure Open Message** dialog box, enter the message, select an expiration date, and click **OK**.
3. (Optional) any time you need to modify or call back the message, you can come back to do it in the **Configure Open Message** dialog box.

Note: To enable non-ConnectedPDF applications to display the message, please go to **Advanced Settings**, check the option **Enable non-Foxit application to receive open message**, and click **Apply Setting**.

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. Automatically, the new document is opened while the original one is closed.

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.*

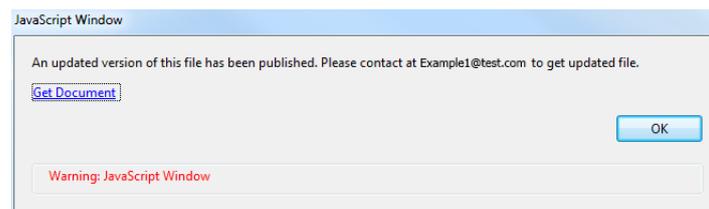
For a ConnectedPDF document protected by Foxit Connected Protection, if the document owner clones the document, the new document will still be protected by Foxit Connected Protection but the configured permissions if any will not be kept. See [Protect a ConnectedPDF](#) for more.

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 an older version of the document with a non-Foxit application to be able to receive update notifications.



If a document is configured to allow non-Foxit applications to receive update notifications, some JavaScript will be embedded into the document. When the document is opened with a non-ConnectedPDF application, it will connect to the Foxit server to check whether there is an update available.

➤ **Enable non-Foxit application to receive open message (PhantomPDF *Business* only)**

The document owner can enable non-Foxit applications to receive the open message that is configured by clicking **Connect > Advanced Setting > check Enable non-Foxit application to receive open message**. See also [Configure Open Message](#).

➤ **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 (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**.
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

With Foxit PhantomPDF, Reader, and MobilePDF for Android and iOS, you can use the Protect Document tool in the ConnectedPDF panel in the navigation pane to protect a ConnectedPDF document. 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.

Protect Documents for Enterprise-wide Access Only

If you sign in with your enterprise email account, you can choose to protect documents for enterprise-wide access only. The protected documents can be accessed by your colleagues with the same email domain.

1. Open the document after signing in with your enterprise email account.
2. Choose the ConnectedPDF panel in the navigation pane and click or tap **Protect Document**, or click or tap the **Protect Document** button in the **Connect/Protect** tab.
3. You can view a welcome page in the panel if you are using this feature for the first time, and click or tap **Start** to continue.
4. Choose **Proceed** under the **Company Confidential**. Please note that this option is only available when you sign in with your enterprise email account.

5. In the **Grant permission to colleagues** list, check the permission option as required, and click or tap **Apply Protection**.
6. 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. And only your colleague who signs in with an account sharing the same enterprise email domain can access the protected document.

Protect Documents with Custom Policies

1. Open the document after signing in.
2. Choose the ConnectedPDF panel in the navigation pane and click or tap **Protect Document**, or click or tap the **Protect Document** button in the **Connect/Protect** tab.
3. You can view a welcome page in the panel if you are using this feature for the first time, and click or tap **Start** to continue.
4. In the navigation page, tap or click **Set Custom Policy**.
5. Enter the e-mail addresses of users or user groups that you want to assign permissions to in the **User with READ permission** and **User with CHANGE permission** boxes.
6. (Optional) Click or tap **Advanced Options** in the lower left corner of the navigation pane to configure more permissions. In **Permission Detail for Document** dialog box, you can add more users or delete users and assign different permissions for different users.

Copying:

None – No content can be copied.

Text access for screen reader devices for the visually impaired – Enables text access with screen reader devices for the visually impaired.

Any – Any content can be copied.

Editing:

Inserting, deleting, and rotating pages – Allows users to insert, delete, and rotate pages.

Filling in forms and signing existing signature fields – Allows users to fill in forms and sign documents in existing signature fields.

Commenting, filling form, signing existing signature fields – Allows adding comments, filling in PDF forms, and signing documents in existing signature fields.

Any except extracting pages – Allows users to do all editing actions listed above except extracting pages.

Printing: chooses an option to print the document in low or high resolution.

Only allow access to these pages (available in PhantomPDF 9.1 and above, Reader for Windows 9.1 and above, MobilePDF for Android 6.2 and above, MobilePDF for iOS 6.3 and above): Specify the page number (s) that a user is allowed to access. If you restrict a user’s access to specified pages, the user will only have “Read” permission on the document.

Control the number of devices (available in PhantomPDF 9.1 and above, Reader for Windows 9.1 and above, MobilePDF for Android 6.2 and above, MobilePDF for iOS 6.3 and above): Specify the number of devices that can be used to open a protected document while working

offline. Turn the toggle to ON to enable this setting, and then specify the number of devices in the “Number of devices the content is available” field. After protection, the document owner can check and change the number of devices in the [PERMISSIONS tab](#) in Document Homepage.

Content expiration: specify when the document will expire and can't be opened.

Never – The document will be valid all the time.

By date – Set a specific date on which the document will expire.

By days – Specify the number of days after which the document will expire.

Allow offline access (available in PhantomPDF 9.1 and above, Reader for Windows 9.1 and above, MobilePDF for Android 6.2 and above, MobilePDF for iOS 6.3 and above): specify the offline access permissions to the protected document.

Never – Never allow users to access the document when working offline.

Always – Always allow offline access to the document.

By days – Specify the number of days after which the document cannot be accessed offline.

7. **Upload and share this file to these users via email and system notification. No one other than user you have given permission to can access file content:** The application will encrypt the current file, upload it to Foxit Server, and generates a download link of the file. The download link will be added in both the email and the system notification that will be sent to the users in the list. The owner can find the uploaded document listed in **My Uploaded Documents** in [MESSAGE CENTER](#). If this option is not checked, users in the list will receive an email and a system notification, but without the file link.
8. After you assign permissions, click or tap **Protect**. (*Note: The permissions configured via **Advanced Options** prevail over the settings in Step 3.*)
9. 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.
10. Users who have been granted permissions will receive an email and a system notification from the owner, with the download link of the protected document if any.

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:

1. A ConnectedPDF document that is protected by Foxit CDP (ConnectdPDF Document Protection) can only be opened online by authorized signed-in users with Foxit ConnectedPDF-enabled applications.
2. Users of PhantomPDF Standard edition, PhantomPDF Online, Reader, Reader Online, and MobilePDF (for Android & iOS) Free edition require subscriptions to Foxit PhantomPDF Business to protect files with Foxit CDP (ConnectdPDF Document Protection).

View permissions

When opening the protected ConnectedPDF document, both the owner and users can view permissions by clicking or tapping **View Permissions** in the message box that appears in the upper right corner of application window (or at the top of the Mobile application window). The detailed permission information is shown in the expanded ConnectedPDF panel, where the owner can [edit and manage permissions](#) and the other users can [request more permissions](#).

Edit and manage permissions

In Foxit PhantomPDF, Foxit Reader, and Foxit MobilePDF for Android & iOS, after applying Foxit Connected Protection to a ConnectedPDF document, the document owner can also change permission settings. If you are the document owner, you can edit and manage permissions in the ConnectedPDF panel, including changing permission settings, and removing protection.

Remove protection

The document owner can remove the protection from a document protected by Foxit Connected Protection in just one step. Click or tap **Remove Security** and a dialog pops up for you to choose an option:

- Choose **Unprotected Copy** to generate an additional copy named “[*original document name*]_UnprotectedCopy.pdf” without any protection, which will be saved in the same folder as the original document by default. The generated 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).
- Choose **Remove Protection** to remove all the restrictions in the current document. Once the owner removes the protection from the protected document, all versions with the same document ID will be unprotected.

Revoke access

The owner can click or tap **Revoke Access** to cancel all permissions granted to users. Only the document owner will be able to access the document.

Change permission settings

The owner can change permission settings for different users by using the steps below:

1. Choose the ConnectedPDF panel in the navigation pane and click or tap **Protect Document**, or click or tap the **Protect Document** button in the **Connect/Protect** tab.

2. To change permission settings for a document which is protected for enterprise-wide access only: in the **Manage users and access rights** list, click or tap “Everyone in your organization have edit (or read) permission”, select/deselect **Read** or **Edit and Copy**, and then tap or click **OK** to apply. Please note that the “Read” permission will be granted in the meantime if you grant users with “Edit and Copy” permissions. (Optionally, you can grant permissions to more users by clicking or tapping the icon  to add users. See also [Protect Documents with Custom Policies](#))
3. To change permission settings for a document protected by custom policies, do the following:
 - In the **Manage users and access rights** list, click or tap the down arrow next to the email address of the user that you want to change permissions for. Click or tap **Edit** to change the settings. If you click or tap **Revoke**, all previously granted permissions for the user will be removed.
 - (Optional) You can grant permissions to more users by clicking or tapping the icon  to add users.
 - Change the permission settings in the **Edit Permission** dialog box as needed.
 - Click **OK** after you complete the settings.

Request permissions to a protected PDF

In Foxit PhantomPDF, Foxit Reader, and Foxit MobilePDF for Android & iOS, when unauthorized document viewers open a PDF protected by Foxit Connected Protection, a wrapper appears notifying them that they need to send a request to the document owner for permission to access the file.

On the wrapper page, you can do the following:

1. Select the permissions you need.
2. Then click or tap **Send Request**.
3. A dialog box pops up to indicate that request was sent successfully. Click or tap **Message Center** in the dialog box to open your [MESSAGE CENTER](#) in the web browser where you can check the status of this request or send a reminder to the owner.

***Tip:** Users who can only open and read the protected document can ask for more permissions by clicking or tapping **View Permissions** in the message box that appears when opening the document. Or directly navigate to **Protect Document** in the **ConnectedPDF** panel. Click or tap **Request additional permission(s)**, in the pop-up dialog box 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 when opening the document. Then the owner can click or tap the link in the email to view

the request details in the web browser and respond to the request. Or, from the pop-up notification message box, the owner can click or tap the **Reject/ Allow** button to give a quick response with/without a system notification, or click **Message Center** to open his **MESSAGE CENTER** in the web browser to handle the request.

After the owner responds to your request, you will receive a system notification (if any) that your request has been approved or not. You can click **Message Center** on the notification message box to open your **MESSAGE CENTER** in the web browser to check the status of the request.

ConnectedPDF collaboration

Foxit ConnectedPDF brings easy, intelligent, and effective collaboration with Connected Review, Online Comment Board, and Document Sharing, all of which are accessible from the **ConnectedPDF** panel in the navigation pane. Connected Review is the shared review on ConnectedPDF documents, while Online Comment Board provides a platform for users to post ideas and thoughts on documents. Both require no additional server or deployment, users only need to have the access to the Internet. All users with a Foxit account can participate in a Connected review and post a comment on PDF documents with Foxit ConnectedPDF-enabled applications on both desktop and mobile devices. Document Sharing allows users to share a document easily and quickly from your Foxit software publicly, on Facebook, LinkedIn, and Twitter, or with specific users.

For a ConnectedPDF document, whenever a new version is registered or you need an earlier version of the document, you can request the file from the registrar or the document holder.

Connected review

In Foxit PhantomPDF, Foxit Reader for Windows, and Foxit MobilePDF for Android & iOS, users (both the owner and viewers) with access to a ConnectedPDF document can invite others to join your document review by starting a Connected Review without having to access or deploy through any server. 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:

1. *Each reviewer cannot modify the comments made by others unless the review is ended. Reviewers can **clone the document** to generate a new document with all the comments saved and modifiable. However, if they save the document rather than clone it: when they join a new review, they can modify all those comments and publish them as their own comments.*
2. *If some comments are not published successfully for some reason, click the **Comments** panel in the navigation pane to view the unpublished comments that are marked with exclamation points.*

Initiate/End Connected Review

1. In the **ConnectedPDF** panel, select **Connected Review**, or click or tap **Connected Review** in the **Connect** tab.
2. You can view a welcome page in the panel if you are using this feature for the first time, and click or tap **Start** to continue.
3. Choose one of the following review methods:
 - **Start Review via Link:** Upload the document to Foxit Server, and generate a link to the shared document. Users who receive the link can download the document and join the Connected Review.
 - **Start Review via Document:** Initiate a Connected Review for the document without uploading it to Foxit Server. You can share the document directly with review participants, and those who receive the document can join the Connected Review.
4. Share the document by one of the following ways:
 - If you have uploaded the document to Foxit Server, a link will be generated and shown in the **Share** field. You can tap or click **Copy** beside the link to copy and share the link with reviewers. If the file has not been uploaded to Foxit Server, you can also tap or click **Generate a Sharing Link** to share and generate a link to the document.
 - Tap or click **Email Notification** to send a notification to reviewers by email. If the document under Connected Review has been uploaded to Foxit Server, a link will be included in the notification email for recipients to download the document.
5. Once the Connected Review is initiated, all users with access to the document can participate in the Connected Review. To change the review permission settings, tap or click the cog icon  beside the **Available for all reviewer** option under the **Reviewers** list. In the pop-up **Review Permission Settings** dialog box, users who have joined the Connected Review are listed in the **Invited Users** list. Check **Only selected users can participate in this Connected Review** in the **Review Permission Settings** dialog box, tap or click the cross icon beside the email address to remove the user from Connected Review. If you need to invite more users to join the Connected Review, input their email addresses in the **Invitation List**, leave a notification message in the **Email Notification to New Reviewers** box, and click or tap **Send**. You can find all the review participants in the **Reviewers** list in the navigation pane.
6. (Optional) During the review, the review initiator can end the review by clicking or tapping **Stop sharing Comments** in the navigation pane. All reviewers (i.e., both the review initiator and participants) can view the details of all comment activities on the PDF document during the Connected Review, by clicking or tapping **Read Review Summary** in the navigation pane to open [the REVIEW tab](#) in Document Homepage.

Note: Users of PhantomPDF Standard edition, PhantomPDF Online, Reader, Reader Online, and MobilePDF (for Android & iOS) Free edition require subscriptions to Foxit PhantomPDF Business to start/end a review.

Publish comments

All reviewers can publish comments to provide feedback and collaborate with others. To publish comments, after making comments with the annotation tools, click or tap the **Publish Comments** button in the **ConnectedPDF** panel. (Users of MobilePDF for Android and iOS can also tap the **Publish** button  on the document pane to publish comments.) A message will appear at the top of the navigation pane, telling you your comments are published successfully. Before you publish comments, if there have been any comments detected that was made by others or with other applications, a prompt will pop up to ask you whether to publish the comments. If you choose to publish the comments, you are the author of the comments. If you choose not to publish the comments, the prompt will not appear next time you publish comments unless you reopen the document.

Note:

By default, new comments are checked automatically in real time. If there's any new comment, a red point appears on both the icons of the Connected Review tool and the ConnectedPDF panel in the navigation pane, and disappears after you complete viewing them or the next time you open the document. And a red point displays next to the email address in the reviewers list, indicating that you have received new comments from that reviewer which haven't been viewed yet. You can tap or click the three dots icon  beside the email address and choose **Mark All as Read** to mark all comments as read quickly.

If you need to check manually, change the setting by clicking or tapping the cog icon next to the **Check Comments** button and turning off the auto-refresh. When the auto-refresh is turned off, you can click the **Check Comments** button to check whether there's any new comment. In MobilePDF for Android & iOS, you will find the **Check Comments** button  on the document page when the auto-check is turned off. You can tap the **Check Comments** button  to check for new comments manually. To navigate to the Connected Review panel, tap .

Online Comment Board

Note: **Online Comment Board** is available in Foxit Reader (for Windows), and Foxit MobilePDF (for Android and iOS).

You can share your ideas or thoughts after finishing an interesting or impressive document as you do on articles or graphics on a website or social media. Foxit users can post comments on PDF documents (including both ConnectedPDF and non-ConnectedPDF documents) within applications

after signing in with their Foxit accounts. (Note: You can only view the comments without signing in.) The **Online Comment Board** panel in the Navigation pane provides a message board for users to post, view, and reply to web-based comments on PDF documents. You can also invite other users to join the discussion. Only the document owner is allowed to disable the discussion.

If you haven't used the **Online Comment Board** before, a message box appears to prompt you that you can use the online comment board to view and add posts on the document when you open a PDF document. In the message box, click or tap **Learn More** to open the **Online Comment Board** panel. If necessary, click or tap **I Know** to close the message box and the message box will not pop up next time you open a document. Alternatively, you can also access the **Online Comment Board** panel by the following steps:

- Choose the ConnectedPDF panel in the navigation pane and click or tap **Online Comment Board**, or select **Online Comment Board** in the **Comment** or **Connect** tab. You will see a welcome page the first time you open the Online Comment Board. You can select the option as desired to start your discussion.

Post a comment

Foxit ConnectedPDF provides two kinds of online comments for you to share and discuss with users: Online discussion on the entire PDF document and online note at a specified location of the PDF document.

Post an online discussion on the entire PDF document

In the **Online Comment Board** panel, click or tap  if you are not in that group, write a comment and click/tap **Post** or press **Ctrl + Enter** (in Windows). You can also remove your comments by clicking or tapping the trash icon  and click or tap **Delete**. While viewing the entire document discussions, you can sort them by the popularity or the time posted by clicking or tapping the three dots button  and selecting **Sort by time** or **Sort by popularity**.

Post an online note

1. (For Foxit Reader) Click the **Online Note** button in the **Comment** or **Connect** tab, and then click on the document where you want to add the online note. Or right-click on the document where you want to add the online note and select **Online Note**.

(For Foxit MobilePDF) Tap **More** (the Three Dots symbol) and select **Online Note** under the **Connect** group, and then tap on the document where you want to add the online note. Or tap and hold on the document where you want to add the online note and select **Online Note**.

2. In the **Add Online Note** window, input the comment, then click or tap  or press **Ctrl +**

Enter (in Windows). After adding the online note, you can still move its location in Foxit Reader by pressing and holding on the online note icon and dragging it to a desired location.

You can also remove your online note by clicking or tapping the trash icon  and selecting **Delete**. While reading the documents, you can choose to hide or show the online notes by the following steps:

- Open the **Online Comment Board** panel, click or tap  if you are not in that group, click or tap the three dots button  and choose **Hide/Show All Online Note**. If you are using Foxit Reader (for Windows), you can also right-click on the document and select **Hide/Show All Online Note** to hide or show the online notes.

Invite other users to discuss

To invite others to join your discussion, click or tap the invitation icon  in the **Online Comment Board** panel. You need to upload the document to Foxit Server first by clicking or tapping the **Share Document** button. Then add the email addresses of users you want to invite in the box and click or tap **Invite**. (Use a semicolon to separate email addresses in a series.) Then the invitations will be sent to the users by email. The users you invited will be added to the User list. When receiving your invitation, users can download the document you uploaded to join the discussion.

Only the document owner is entitled to end the discussion by clicking or tapping  or  > the three dots button  > **Disable discussing**.

Reply to others' comments

All comments made can be viewed in the **Online Comment Board** panel, and you can give feedback to others' comments by giving a "like" or write a reply. If you like what others have shared, hit the like icon  under their comments. To remove the like, just hit the icon again. Alternatively, you can click or tap the reply icon , write your reply and click or tap **Reply**. In regards to your reply to others' comment, other users cannot reply further.

Automatically Foxit applications will check for new comments every 15 minutes. A small red dot appears on the **Online Comment Board** icon to indicate new comments detected. If the **Online Comment Board** panel is displayed when you open the document, a small red dot also appears if any new comments and will disappear after all the new comments are displayed in the **Online Comment Board** panel. You can also check for new comments manually by clicking or tapping 

or  > the three dots button  > **Refresh**. If you are working with the document, the small red dot also appears on the **Online Comment Board** icon when new comments detected.

Share a document via a link

Note: The Document Sharing tool is available in Foxit PhantomPDF, Foxit Reader (for Windows), and Foxit MobilePDF (for Android and iOS).

Through the **Document Sharing** tool in the ConnectedPDF panel, you can quickly share a file by generating a file link and sending it via email or to social media. The authorized users are allowed to view the document or provide feedback on [Online Comment Board](#) on Foxit Reader Online in web browsers at any time wherever they are with an internet connection. After sharing, you can still do some advanced settings like permission restriction or end the sharing in real time.

1. Open a PDF document you want to share. Click or tap the **ConnectedPDF** panel in the navigation pane and choose **Document Sharing**, or click or tap **Connect > Document Sharing** in the ribbon (Foxit Phantom & Foxit Reader) or under the More options (Foxit MobilePDF), which will also expand the **ConnectedPDF** panel in the navigation pane.
2. Click or tap **Start**, and then do any of the following to share your file:
 - Click or tap **Create a Public Link** to get a share link, click or tap **Share** or **Upload and Share** if you haven't uploaded the file before, and copy the link to other locations. You can also click or tap the mailbox icon to send the link to others or select any social media icon to share the file link on social media.
 - Click or tap the mailbox icon or any social media icon, click or tap **Share**, and share the file link generated with others by email or on social media.
 - Click or tap **Select Recipients** to share the file with the specified users by email. Input the email addresses of users or user groups you want to send, type text to leave a message to them in the email, check **I Want Feedback** or **Disable Download** as needed, and click or tap **Next**. Then click or tap **Confirm and Share** to share the file. After sharing, in the panel you can see a user list that shows all users invited, and you can remove a user by clicking or tapping the horizontal three dots icon  next to the user's email address and selecting **Remove This User**.
 - I Want Feedback:** Check this option, users are allowed to provide feedback in the [Online Comment Board](#) on Foxit Reader Online in web browsers by clicking the link in the received invitation email.
 - Disable Download:** Check this option so that users cannot download the file.
3. After your sharing, users can open the link with their web browsers to view the file with Foxit Reader Online and provide feedback if allowed.
4. You have three options at the bottom of the panel to do more actions.
 - Click or tap **Advanced Settings** to modify settings. In the pop-up dialog box:
 - 1) Specify users who have the link that can access the document. Choose **Anyone who has the link can access**, and any user who has the link can access the document; choose **Shared with specific people**, only the specified users have access to the document.
 - 2) **Who has access:** You can remove users from the list of users who have access by

clicking or tapping the Delete sign. Enter email addresses with or without a personal message to invite more users to access your file by email. You can request a feedback in your invitation by selecting **I Want Feedback** so that recipients can click the link in the received invitation email to open the Online Comment Board to share feedback. After you click or tap **Send**, the users you invited will be added to the user list in the **Who Has Access** box and to the recipient list in the navigation pane.

- 3) (Optional) Uncheck or check the **Disable Download** box to enable/disable the file download.
 - 4) Click or tap **Save Changes** or **OK** to save the settings and close the dialog box.
 - 5) (Optional) You can remove users from the list in the panel by clicking or tapping the horizontal three dots icon.
- Click or tap **Stop Sharing** to end the sharing, then users cannot open your file any longer.
 - Click or tap **View My Shared Documents** to open your Foxit drive in your web browser, where you can see all the files you uploaded.

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**. In the **ACTION** column and choose **Request File**.
2. (Optional) If you have an older version of the document and want to request a new version, you can also open the older version of the document after signing in. Steps are as follows:
 - For Foxit PhantomPDF & Foxit Reader
 - ✧ Click **Connect** > **Document Info** > **Version History** or **Document Homepage** in Windows, or click **Connect** > **Document Homepage** in macOS and Linux, 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](#).
 - For Foxit MobilePDF
 - ✧ 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**.
 - ✧ In Windows, click or tap  > **Document Homepage**, and choose the **VERSIONS** tab. Then tap or put the cursor over the version and choose **Request File**. (Tip: On the Windows phone, the tab bar in the Document Homepage is collapsed by default.

You can tap  to expand it and find the **VERSIONS** tab.)

Note: If a new version document was registered by the owner with an update notification, you will receive an update notification when opening an older version of the document. If the owner has uploaded a newer version, which will generate a link to download it in the Connected server, you can click **Copy Link/Download** (tap **Get Update** in Foxit MobilePDF Android & iOS, and **Download** in Foxit MobilePDF for Windows) in the Update Notification message box to directly download the document from the browser; if not, you can send an email to the owner to request the document.

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 receive a request email and 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](#).

More about ConnectedPDF

To get more help about ConnectedPDF, please do the following:

- For Foxit PhantomPDF & Foxit Reader

Click **Tutorials** in the **Connect** tab. If you don't want ConnectedPDF features to be installed, you can disable them in **File > Preferences > General** (Windows).

- For Foxit MobilePDF

(Android & iOS) Tap **More** (the Three Dots symbol) > **Connect > Tutorials**.

(Windows) Click or tap  > **Tutorials**.

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
41841 Albrae Street
Fremont, CA 94538
USA
- **Sales:**
1-866-680-3668
- **Support & General:**
1-866-MYFOXIT, 1-866-693-6948 or 1-510-438-9090
- **Fax:**
1-510-405-9288
- **Website:**

www.connectedpdf.com
- **E-mail:**
Sales and Information - sales@foxitsoftware.com
Technical Support - help@foxitsoftware.com
Marketing Service - marketing@foxitsoftware.com