



# USER MANUAL

Foxit PDF Editor Cloud

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Anti-Grain Geometry - Version 2.4

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

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# Chapter 1 – Introduction

## About the User Manual

This user manual covers all features included in Foxit PDF Editor Cloud.

## Foxit PDF Editor Cloud Overview

Foxit PDF Editor Cloud offers a robust all-in-one online PDF editing and eSigning solution. This cost-effective, business-ready tool enables secure collaboration with PDF documents and forms from any location without the need for software installation. The comprehensive cloud platform allows users to seamlessly view, create, edit, collaborate, share, secure, organize, export, eSign, and OCR PDF documents. Integrating with popular third-party applications such as Microsoft Office 365, Teams App, SharePoint Online & OneDrive, and Google Drive, Foxit PDF Editor Cloud facilitates efficient collaboration across diverse teams. Additionally, its integration with ChatGPT leverages AI-generated content (AIGC) to enhance end-user productivity.

Key features of Foxit PDF Editor Cloud include:

- [\*\*Direct Editing\*\*](#)
- [\*\*Read out Loud\*\*](#)
- [\*\*Robust Document Security\*\*](#)
- [\*\*Form Fields\*\*](#)
- [\*\*Optical Character Recognition \(OCR\)\*\*](#)
- [\*\*Export PDF to Image\*\*](#)
- [\*\*PDF Optimizer\*\*](#)
- [\*\*Redaction\*\*](#)
- [\*\*Document Certification\*\*](#)
- [\*\*Bates Numbering\*\*](#)
- [\*\*High Compression\*\*](#)
- [\*\*Cloud Documents\*\*](#)
- [\*\*Integration with third-party app platforms\*\*](#)
- [\*\*AI Assistant\*\*](#)

## Supported Browsers

Foxit PDF Editor Cloud supports the following browsers and versions:

## **Chapter 1: Introduction**

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- Internet Explorer 11 or higher
- Microsoft Edge
- Google Chrome
- Mozilla Firefox
- Safari
- Opera

## **What's New?**

Foxit PDF Editor Cloud continuously adds new features and updates to offer users a powerful PDF editing and eSigning tool, while also improving the overall user experience. To see the latest updates and new features, go to **Help > What's New** on the ribbon.

## **Online Help**

You can get online help about how to read and work with PDF files with Foxit PDF Editor Cloud using Help Center, Online Tutorials, or Support Center. You can also send us any feedback or suggestions about our product.

## **Help Center**

Click **Help > Help Center** to visit Foxit [Knowledge Base](#) to immediately find the answer to your questions.


## **Online Tutorial**


We offer online tutorials to help you get the most out of our product. Go to **Help > Online Tutorial** to watch our product tutorials on the Foxit website.

## **Support Center**

Foxit PDF Editor offers an AI-powered customer support center, which acts as an AI chatbot and can provide personalized assistance based on your specific needs. Utilizing natural language processing and machine learning algorithms, the AI Chatbot can understand user queries and respond with answers. It can assist you in using a specific function or performing certain tasks by providing step-by-step instructions based on Foxit resources, such as Foxit Knowledge Base.

## **Chapter 1: Introduction**

To access the AI chatbot, choose **Support Center** in the **Help** tab, or click  on the lower right corner of the application window. Then, you can input your questions and interact with the AI chatbot in the **Support Center** panel displayed on the right side of the application window. You can even delegate tasks to the AI chatbot by inputting specific requirements (such as "Delete Page 1.") to execute the associated commands in Foxit PDF Editor for efficient document processing.

In addition, you can also click the  icon at the top of the **Support Center** panel and select **Submit Ticket** to send your bug reports/suggestions/comments.

### **Share Feedback**

If you have any feedback or suggestions about our product, feel free to send us any comments/questions/bug reports by going to **Help > Share feedback**. Your feedback is essential as we strive to improve our product and provide the best possible user experience.



## Chapter 2 – Get Started

The Foxit PDF Editor Cloud workspace is packed with commands that help make working with PDF files easier, and it is organized into a toolbar (ribbon mode), a document pane, a navigation pane, and a status bar. An excellent way to get up to speed using Foxit PDF Editor Cloud is by familiarizing yourself with its workspace.

To get started, access Foxit PDF Editor Cloud by navigating to [pdftonline.foxit.com](https://pdftonline.foxit.com) (or click the "Free Trial" button on the Foxit PDF Editor Cloud page at [www.foxit.com/pdf-editor/cloud/](https://www.foxit.com/pdf-editor/cloud/)) in your web browser, and then sign in by clicking the avatar icon located at the top right corner of the Foxit PDF Editor Cloud window and choosing **Sign In** from the context menu.

### About the homepage

By default, Foxit PDF Editor Cloud displays its homepage when no PDF file is open. The homepage includes a list of recently accessed documents, helpful product tutorials, and frequently used features to help you get started with Foxit PDF Editor Cloud. You can click on the items (including Home, Open File, Documents, Template, and Tools) on the left-hand side of the homepage to start your document workflow quickly.


- On the **Home** page, you can see Quick Tools and file lists for Recent/Starred/Shared files and eSign agreements. You can click on **Manage tools** to customize and manage the quick tools displayed on the **Home** page. Clicking on **All Tools** switches to the **Tools** page, which shows more tools you can use to work on your files.
- Clicking on **Open File** allows you to open a file from Local Computer/Recent Files/Cloud Documents or your cloud services like OneDrive and Box.
- In the **Documents** page, you can view and manage your Cloud documents, shared/starred files, and eSign agreements.
- The **Template** page lists various pre-designed templates to create a PDF quickly.
- The **Tools** page includes recommended apps and most tools grouped by different functional modules.

Apart from the main items above, the homepage may include additional wizards or tools tailored to different user groups. Individual users can find more related scalable products in the "Recommended" area, including the PDF Editor for desktop and the Editor Cloud plug-ins integrated into third-party application platforms like Microsoft 365 and Google Drive. For enterprise users, most of the homepage displays lists of files they have recently worked on, enabling them to focus more on

content.

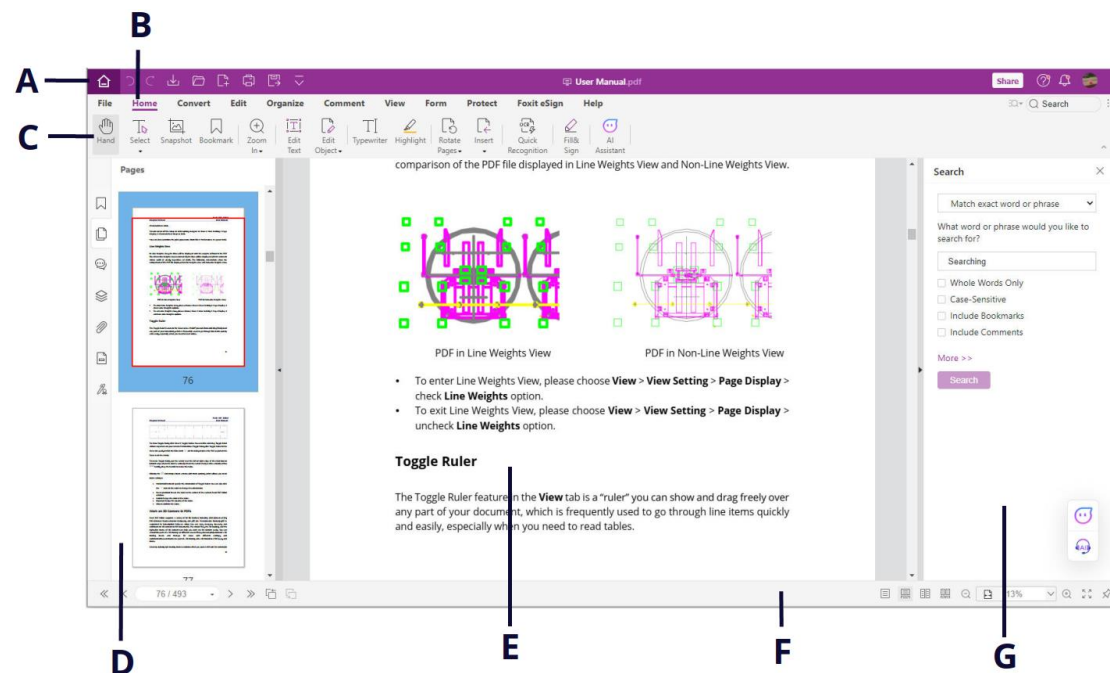
For detailed information about each tool/function, please refer to the related section in this manual.

Once you open a file in Foxit PDF Editor Cloud, you'll be taken to the workspace, where you can perform various document tasks using the available commands and options. With its intuitive interface and user-friendly design, Foxit PDF Editor Cloud makes it easy to create, edit, and share PDF documents online from anywhere, at any time.

When working on a file in Foxit PDF Editor Cloud, clicking on the  icon in the top-left corner of the tool will take you to the homepage of Foxit PDF Editor Cloud. Note that before clicking on this icon, it is important to save any edits you have made to your file.

## Workspace Basics

Foxit PDF Editor Cloud has integrated the collective commands in the ribbon interface and created a new way of working, namely Ribbon Mode. Ribbon Mode is developed based on Microsoft Office 2013 (Office 15) to provide you with a familiar and intuitive user experience. In this mode, commands are arranged by groups and tasks.






**User Interface**

## **Chapter 2: Get Started**

**A. Title Bar**   **B. Ribbon tabs**   **C. Groups of commands**   **D. Navigation Pane (the Pages panel displayed)**   **E. Document Pane**   **F. Status bar**   **G. The right panel**

- **Title Bar:** a horizontal bar at the top of the application window. It displays the homepage icon, Quick Access Toolbar, software title, current file name, search field, user account button for viewing user profile and signing in/out, buttons to undo/redo/download/print files, and more. The search field on the Title Bar allows you to search commands and documents.
- **Ribbon tabs:** shows the major tabs of Foxit PDF Editor Cloud, including File, Home, Edit, Comment, View, Form, Protect, Share, etc.
- **Groups of commands:** categorizes the commands by groups according to the function under each ribbon tab.
- **Navigation Pane:** contains various navigation panels. See also [Navigation Panels](#).
- **Document Pane:** shows the document content.
- **Status bar:** shows the status information about the current open document. See also [Status Bar](#).
- **The right panel:** displays the Search panel or Format tab, depending on what feature you are using.



## **Toolbar**

The toolbar displays ribbon tabs with different commands. Position the pointer over a command to see a description of the command. The **Hand** command  and the **Select** tools (**Select Text and Image**  and **Select Annotation** ) , which are used quite often, are accessible on the left of most tabs on the ribbon.

## **Search and Find Commands**



On the homepage of Foxit PDF Editor Cloud, you can easily and quickly find the command you need by clicking in the **Search** field on the title bar (sits at the top of the window) and typing the name or description of the command you need. Then, Foxit PDF Editor Cloud will display a list of matching commands from which you can select and activate the desired feature. You can also search specific files by filename to quickly locate relevant documents within your Cloud Documents repository.

## Show/Hide Toolbar

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

## Navigation Panels

### Show or hide the navigation panels

The buttons on the left side of the navigation pane provides easy access to various panels, such as the Bookmarks panel button  and the Pages panel button . After right-clicking the navigation pane, you can select and open more panels.



- To show the navigation panels, use keyboard shortcut F4, or click **View > View Settings > Navigation Panels > Show Navigation Panels**.
- To hide the navigation panels, use keyboard shortcut F4, or click **View > View Settings > Navigation Panels > Hide Navigation Panels**.
- To open a navigation panel, click its button on the left side of the navigation pane.
- To close a navigation panel, click its button on the left side of the navigation pane.

### Adjust the navigation pane

Like the toolbars, the navigation pane can be docked in the navigation pane or float anywhere in the workspace. You can choose to hide or close the panels that you don't need and open the ones you do. What's more, you can also adjust the width of the navigation pane easily.

1. Viewing a panel in the navigation pane  
By default, all the panels dock in the navigation pane with a set of panel buttons appearing on the left side of the work area. Do either of the following:
  - Select the button for the panel on the left side of the navigation pane.
  - Choose **View > View Setting > Navigation Panels > [panel name]**.
2. Changing the display area for navigation pane

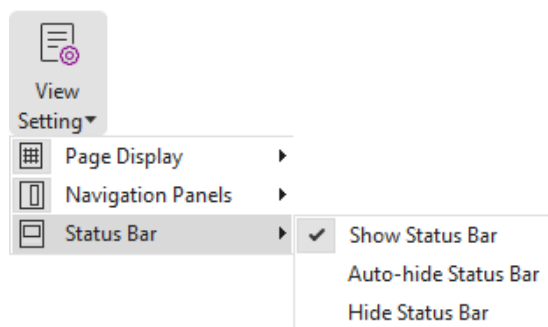
## Chapter 2: Get Started

- Put the cursor anywhere along the right border of the navigation pane, you will find the cursor turns into . Then drag the right border to adjust the width of the navigation pane.
- To show or hide the navigation pane, click on the button  on its right border.

## Status Bar

The status bar is an area of the workspace that displays the page number where you are, the number of total pages, page transition buttons, zoom buttons, etc. for view setting.

The status bar is open by default when you open a PDF. In the **View** tab, click **View Setting** and the Status Bar items help you to show or hide the status bar.




**Show Status Bar:** If you check it, the status bar will appear at the bottom of the workspace.

**Auto-hide Status Bar:** If you check it, the status bar is hidden. But if you put the cursor near the bottom of the page, the status bar will appear.

**Hide Status Bar:** If you check it, the status bar will be hidden.

## Customize Quick Access Toolbar

Quick Access Toolbar is located on the Title Bar of Foxit PDF Editor Cloud window and displays frequently used commands for document workflow, such as Open, Undo/Redo, Save, Download, Print, and more. To customize which commands are displayed on Quick Access Toolbar, click the  icon on Quick Access Toolbar, and select the commands that you want to appear.

## Set Preferences

Many preference settings for Foxit PDF Editor Cloud are specified in the Preferences dialog box, including settings for Editing, Commenting, Forms, Full Screen, General, Languages, Page Display, Security, Signature, and Trust Manager. Once you set preferences, they remain in effect until you change them.

1. Choose **File > Preferences**.
2. Select the type of preference you want to change under the list of categories.

## AI Assistant

Leveraging AI-Generated Content (AIGC), Foxit PDF Editor Cloud seamlessly enhances end-user productivity through its integration with ChatGPT. The AI Assistant within Foxit PDF Editor Cloud boasts a diverse set of capabilities, encompassing document summarization and rewriting, interactive Q&A sessions derived from PDF content, content translation and explanation, as well as spelling and grammar correction. Users can easily toggle the AI Assistant feature on or off by selecting or deselecting the **Enable AI Assistant** option.

For enterprise-level control over the AI Assistant, administrators can conveniently configure settings through the Foxit Admin Console, providing the flexibility to enable or disable this feature as per organizational preferences.

## Commenting

- **Making Comments**

Copy selected text into Highlight, Squiggly Underline, Underline, and Strikeout comment pop-ups: Check this option to copy and paste the selected text to comment pop-up notes automatically when you highlight, squiggly underline, underline, or strikeout annotation in PDF documents.

- **Floating Toolbar:**

Pop up floating toolbar after comments created: Specify whether to show the floating toolbar that allows users to perform further operations (modify properties, open pop-up notes, etc.) right after a comment is created. This option is selected by default.

## Documents

The Document of the Preferences dialog provides several ways to browse PDF documents.

- **Open Settings**

- Alert user when documents request Full Screen: A message box will pop up to confirm the operation when opening a PDF which has been defined to be opened in full screen mode.
- Automatically upload local document to Cloud Documents when the file is opened: With this option selected, any local document opened in Foxit PDF Editor Cloud is automatically uploaded to [Cloud Documents](#). This feature allows users to automatically save PDF files online, making them accessible from any location and device, which can significantly enhance productivity.

- **PDF/A View mode**

Sets to view documents in PDF/A view mode (i.e. read-only mode) to prevent modifications to the documents.

- Never: Never open documents in PDF/A view mode.
- Only for PDF/A documents: Switch to read-only mode automatically when a PDF/A document is opened.

- **Save Settings**

Save as optimizes for fast web view: Save documents as linearized PDFs that can be opened and viewed from web browsers even before the whole file is downloaded.

- **Redaction**

After applying redaction, you can save the redacted file as a new file with the preconfigured name automatically. To configure the name, select **Adjust filename when saving applied redaction marks**, and input text in the **Prefix** and **Suffix** boxes to configure the name.

## Editing

- **Alert when there's no editable text when using 'Edit Text' tool:** An alert will pop up notifying the user when there's no editable text while using the **Edit Text** command. By default, this option is selected.
- **Recognize Text:** Select this option to run OCR automatically when you use the

**Edit Text** command in a scanned PDF.

- **Scanned Document Editing Settings:** Click it to open a dialog box to specify the OCR settings when recognizing text in a scanned PDF. You can select the language used to recognize text, and enable the **Make all the pages editable** option to recognize and convert text in all pages of the scanned PDF to editable text at once.

## Forms

The form tab enables you to set the preferences of the interactive form display.

- **Automatically calculate field values:** Specify whether to automatically perform all field calculations right after users input the entries. This option is checked by default. The setting for the option only applies to your current session, and it will revert to the default setting after the application is restarted.
- **Always hide document message bar:** You can decide whether to show or hide the document message bar that appears below the toolbar area when opening an interactive PDF form.
- **Highlight all fields:** Checking this option allows you to highlight all form fields in the PDF document. (**Tip:** The signature fields will not be highlighted after users apply signatures). You can click the color palette to change the highlight color for ordinary fields as well as required fields.
- **Open Properties box after creating field:** The properties box appears when creating a form field.
- **Run form recognition when creating PDF in PDF Editor:** Foxit PDF Editor Cloud will run form recognition automatically when a PDF is created and opened in Foxit PDF Editor.
- **Auto-Complete:** Auto-Complete includes two options that allow you to turn on or off the auto-complete feature. When enabled, Foxit PDF Editor Cloud will store your entries and provide relevant suggestions as you fill in an interactive PDF form.
  - **Off:** Turn off the auto-complete feature. No suggestion will be provided when you fill in an interactive PDF form.
  - **Basic:** Enable auto-complete feature, and provide relevant suggestions when you enter a character in the interactive form field.
  - **Remember numerical data:** This option is available when you choose **Basic** or **Advanced** in the **Auto-Complete** drop-down list. If it is enabled, Foxit PDF Editor will store numerical entries as well, otherwise, only text entries will be remembered.
  - **Edit Entry list:** Remove the saved entries from the auto-complete memory.



## Full Screen

- Full Screen Navigation

- A. Select to show Scroll bar, Status bar, or Navigation Panels in Full Screen mode.
- B. Show Exit button – Check or uncheck this option to show or hide Exit button in Full Screen mode.
- C. One page at a time – Displays a single page at a time in Full Screen mode.
- D. Left click to go forward one page; right click to go back one page -- Lets you page through a PDF document by clicking the mouse. You can also page through a document by pressing Space, Shift + Space, or the arrow keys.
- E. Loop after last page – Reverts to the first page after the last, allowing you to page through a PDF document continuously.
- F. Advance every \* seconds – Select this option and type a number to specify the frequency to automatically advance from page to page in Full Screen mode. With this setting enabled, you can still page through a document manually using your mouse or keyboard shortcuts.

- Full Screen Appearance

Background – Click the color pane and choose the color you like to be the background color in Full Screen mode.

- Full Screen Transitions

Foxit PDF Editor Cloud supports page transition in Full Screen mode. There are 12 transition types: Split, Blinds, Box, Wipe, Dissolve, Glitter, Push, Cover, Uncover, Fade, Replace, and Fly. Also, you could set the direction for the transition.

- A. Ignore all transitions: Check to ignore page transition in Full Screen mode.
- B. Default transition –Choose page transition for one document in the drop-down window.
- C. Direction - Set the direction for the transition.
- D. Navigation control direction: If selected, the direction of page transition will be based on your navigation direction in the document. For instance, if you turn to the next page, the page will transition from top to bottom; to the previous page, the page will transition from bottom to top. For some transitions without directions, the option is not available.

## General

- **Basic Tools**

- A. Use single-key accelerators to access tools: Enable single-key accelerators to select some commands and perform some actions with single-key shortcuts. Please refer to [Single-Key Accelerators](#) for more details.
- B. Use fixed resolution for snapshots - Sets the resolution used to copy the image captured with the Snapshot command. Automatically uses 72 pixels as default resolution.
- C. Make Hand Tool select text - Check it to enable the Hand command to become text selection tool when moving it to the selectable content.
- D. Make Hand Tool read articles – Check it to enable the navigation of an article with the help of the pointer. After you start the article viewing mode, with the Hand tool selected, the pointer will automatically change to a Hand tool with an arrow in it when over an article thread. Then the clicks with the pointer will follow the article thread, making the article navigation effective. See also [View articles](#). The option is checked by default.
- E. Make Hand Tool use mouse-wheel zooming: Select this option to zoom through documents while scrolling using the mouse wheel. This option is useful for users to browse large drawings.

- **User Experience Improvement**

You can select or deselect the **Help improve user experience** option to turn on or off data collection. The collected data will be used solely for the purpose of enhancing user experiences and improving services. Selecting or deselecting this option will not affect any functions in Foxit PDF Editor Cloud.

## Identity

Shows the identity of your application, including Login Name, First/Last Name, Title, Organization Name, Organization Unit, and Email Address. The identify information is quite useful in PDF reviews. It will help other review participants recognize your comments easily. The Login Name is set by default (using the username of the current operation system) and cannot be changed. Except for Login Name, you can change or complete your identity information in Identify Preferences.

## JavaScript

- **Enable JavaScript Actions**

See also [Run Script Right Control](#).

## Languages

Foxit PDF Editor Cloud provides the commonly used languages to meet customers' needs to the upmost. To change the UI language of Foxit PDF Editor Cloud, please go to **File > Preferences > Languages**, and select an option from the following:

- Use browser languages—Makes the browser language the UI language.
- Choose custom language—Selects your desired UI language from the list.

## Layout Grid

You can also customize the grid appearance.

- **Width/Height between lines:** sets the spacing between grid lines.
- **Grid offset from left/top edge:** sets the origin of the grid.
- **Subdivisions:** sets the number of subdivisions within each grid square. Subdivision lines are lighter than grid lines.
- **Grid line color:** sets the color of grid lines.

## Measuring

- **Measurement Units**

Sets unit of page dimensions given in the status bar and the Print dialog box. The unit can also be applied as the default setting for measurement if you specify it before using the measure commands. (***Tip:** The unit defined in the **Format** tab in the right panel prevails over the preference settings. If you do not set the measurement unit before using the measure commands or change the unit in the **Format** tab during the measurement, the unit specified in the **Format** tab will be used as default instead.*)

- **Measurement Label**

Choose to use the default measurement label or specify your own label.

- **Measurement Markup**

**Use Default Leader for Distance Measurement:** Specify whether to show the line leader on both sides of the measurement points or not while measuring the distance.

- **Use Scale and Units From Document (When present)**

Select the option to use the scale and units embedded in the document, if any. Deselect the option to specify the scale and units manually. The option is unselected by default.

## **Page Display**

The Page Display panel of the Preferences dialog box includes the following options:

- **Default Layout and Zoom**
  - A. Navigation tab: specifies the panel to be displayed in the opening view.
    - a) Page Only: displays Pages panel by default in opening view.
    - b) Bookmarks Panel and Page: displays Bookmarks panel by default in opening view.
    - c) Pages Panel and Page: displays Pages panel by default in opening view.
    - d) Attachments Panel and Page: displays Attachments panel by default in opening view.
    - e) Layers Panel and Page: displays Layers panel by default in opening view.
  - B. Default page layout: You can view PDFs in following layouts:
    - a) Automatic: With this option selected, in a multi-page document, displays pages in Continuous mode, or in Single mode if the page width is larger than the page height. If you change the page display in the View tab, the document will display in the page layout the last time you set.
    - b) Single Page -- Displays one page at a time, with no portion on other pages visible.
    - c) Continuous -- Displays pages in a continuous vertical column that is one page wide.
    - d) Facing -- Displays each two-page spread with no portion of other pages visible.
    - e) Continuous Facing -- Displays facing pages side by side in a continuous vertical column.

See also [“Changing the Page layout”](#).

- C. Zoom: Sets the magnification level for PDF documents when they are first opened. This value overrides document settings. The default uses the settings of the PDF document.
  - D. Custom facing: The Default Facing for page layout is 2 pages. You can check the Custom Facing box and set the facing layout to your own preference.
  - E. Custom margin: Sets the margins between different pages with Facing or Continuous Facing page layout. The default is a margin of 8 pixels.
- **Rendering**
    - A. Smooth text: Optimally adjusts text display that best suits your monitor.
    - B. Smooth line art: Removes the abrupt angles in lines to make them smoother.
    - C. Enhance thin lines: Enhances the display of thin lines to make them more visible. This option is selected by default.
  - **Page Content**
    - A. Display transparency grid: Displays a grid behind transparent objects.
    - B. Use logical page numbers: Open PDFs with the logical page numbers. This option is selected by default. It is used to match the position (or the physical page number) of the page in the PDF to the printed page number of the document. For instance, for a document with 100 pages, when you turn to the second page, the page number displayed in the status bar will be 2/100 (the physical page number) theoretically. However, if the PDF contains four-page front matter (such as the cover page and the copyright page) which is numbered in lowercase Roman numbers (i-iv) while the main content is numbered in Arabic numbers starting from 1 (1-96), Foxit PDF Editor will display the logical page number, followed by the physical page number in parentheses, i.e. 2(6/100) when you turn to the sixth page of the PDF. With this option unselected, only the physical page number is displayed in the status bar, i.e. 6/100 for the sixth page. See also [Change the format of page numbering](#) on how to modify the format of page numbering for your PDFs.

## PDF Sign

- **Ink Sign**

Flatten the document when applying all signatures: Flattening the document when applying all signatures will make all the signatures, forms, and annotations become text, image, and shape objects of the PDF.

- **Foxit eSign**

Foxit PDF Editor Cloud seamlessly integrates with Foxit eSign, a legally binding electronic signature service. With a licensed account, you have the flexibility to initiate an eSign workflow not only through the Foxit eSign website but also directly within the Foxit PDF Editor Cloud. This streamlined integration enables you to edit your documents and gather signatures effortlessly. Activating or deactivating this feature is as simple as selecting or deselecting the **Disable Foxit eSign service** option.

For enterprise-level management of Foxit eSign service settings, administrators can easily configure preferences through the Foxit Admin Console. This centralized control ensures efficient and tailored management of the electronic signature service for the entire organization.

## Search

- **Search**

**Ignore Asia character width:** With this option selected, both half-width and full-width instances of the Asian language characters in the document will be found.

**Ignore Diacritics and Accents:** Ignore the diacritics and accents to find items with any variation of the alphabetical characters. For example, if you type “resume”, both “resume” and “résumé” will be found.

**Always show more options in advanced search:** Select this option to show the additional search criteria options available besides the basic options in the **Search** panel.

## Security

- **Protected View**

To protect your computer from files originating from the Internet or other potentially unsafe locations, turn on **Protected View** to open these files to reduce risks. In Protected View, files are read only and most editing actions are not allowed.

More information about security settings, please refer to [Trust settings](#).

## Signature

- Signing & Verifications
  - A. Sign the document immediately after the signature is placed: Check this option to sign the document immediately when you place the signature on the document. By default, this option is checked. When it is unchecked, you will need to click **Sign Document** to apply the signature after placing it on the document. You can still modify the document before applying the signature.
  - B. Control how and when signatures are verified: click **Change Settings** to choose options.
    - Verify signatures when the document is opened: If this option is checked, Foxit PDF Editor Cloud will verify the signatures when the document is opened, and will display the signature verification results in the Digital Signatures panel. By default, the option is checked.
    - When document has valid but untrusted signatures, prompt to review and trust signers: With the option selected, if the signature (not including certified signatures) is verified as valid but is applied by an untrusted signer with a certificate that doesn't chain up to a trust anchor, a message box appears in the top-right corner of the application window to inform you the document includes signatures from signers that you haven't trusted yet. You can click **Manage Trust** in the message box to trust the signer. More information, please refer to [Trusted Certificates](#).
    - Verification Behavior
      - Require certificate revocation checking to succeed whenever possible during signature verification: Specify whether or not to check the revocation status of certificates while verifying signatures.
      - Use expired timestamps: Uses the secure time provided by the document timestamp or the timestamp embedded in the signature, even if the timestamp's certificate has expired. The option is selected by default. With the option unselected, the time provided by the expired timestamps will be discarded and the verification time will be the time at which signature was applied or the current time in the system based on your setting on Verification Time.
      - Ignore document validation information: Specify whether to ignore the related certificate revocation information embedded in the document when validating signatures.

- Verification Time

Verify Signature Using: You can check the digital signature for validity based on the time when the signature was created, the time provided by the timestamp embedded in the signature, or the current time in your system.

## **Trust Manager**

Please refer to [Trust settings](#).



# Chapter 3 – Read

After getting acquainted with the workspace and the basic tools, you can start the journey of PDF reading. You can open a PDF, reach a specific page easily, adjust the view of a document, read pure texts by the text viewer tool, view documents while listening to them, and more. Foxit PDF Editor Cloud also allows you to view PDF portfolios, compare PDFs, search for text content in PDFs, and more.

## Open PDFs

### Open PDFs in Foxit PDF Editor Cloud

You can use Foxit PDF Editor Cloud's **Open File** button to open a recent document, local document, Cloud Document, or PDFs in cloud services (including OneDrive, Google Drive, Dropbox, and Box).

1. Click the **Open File** button on the homepage of Foxit PDF Editor Cloud.
2. In the **Open File** dialog box, you can choose to do any of the following:
  - Select **Local Computer** on the left side of the dialog box, and then either click the **Choose Files** button on the right to select a local file to open or directly drag and drop the desired file into the specified area. If you do not want to upload the local file to [Cloud Documents](#), click **Preferences** above the **Choose Files** button and deselect the **Automatically upload local document to Cloud Documents when the file is opened** option in the Preferences dialog box before you open the file.
  - Select **Recent Files/ Cloud Documents** on the left side of the dialog box and choose a file from the file list on the right to open it.
  - Select **OneDrive/Box/Dropbox/Google Drive** on the left side of the dialog box to open a file from your cloud service account.

#### **Tips:**

- 1) *When a file is open in Foxit PDF Editor Cloud, the icon next to the file name in the title bar indicates whether the file is stored on your Local Computer, in Cloud Documents, or in your cloud service account.*
- 2) *You are also allowed to open non-PDF files in Foxit PDF Editor Cloud. The non-PDF files will be converted to PDF temporarily when you try to open them.*


## Open a secured PDF document

If you receive a PDF that is protected by security features, you may need a password to open the document. Some protected documents have other restrictions that prevent you from printing, editing, copying, etc.

- When opening a protected PDF, you will be prompted to enter the password.
- When trying to copy or edit a secured PDF, you will be notified that you are prohibited to do it without the owner's permission.

## Set Foxit PDF Editor Cloud as your default PDF viewer

Foxit PDF Editor Cloud lets you edit PDFs directly in your web browser, anytime and anywhere if there's an internet connection. You can also set Foxit PDF Editor Cloud as your default viewer for PDF files saved on your local drive. To do this, open the

homepage of Foxit PDF Editor Cloud, click on the  icon in the left part of the Title Bar, and follow the on-screen instructions. Once Foxit PDF Editor Cloud is set as your default viewer, double-clicking on a local PDF file will open the file in Foxit PDF Editor Cloud using your default web browser. With this feature, you can seamlessly switch between editing cloud-based and local PDFs without the need to download or upload files, making it easier to manage your PDF documents.

## Save PDFs

After modifying your PDF, you can save the changes to the original PDF (or save as a new copy of a PDF) and download it to Local Computer or upload it to Cloud Documents. You can also save PDFs as HTML, RTF, TXT and Microsoft Office files. Foxit PDF Editor Cloud also enables you to save your PDFs to cloud services (including OneDrive, Google Drive, Dropbox, and Box).

***Tip:** By default, when you are working on a Cloud Document, Foxit PDF Editor Cloud automatically saves your changes to the document a little while after each edit, providing added protection against system crashes or power failures.*

Before closing the Foxit PDF Editor Cloud window, make sure to save your PDF file. To do it, select **File > Save File** on the ribbon and choose one of the following options:



- **Save to Local Computer:** A dialog box will appear, allowing you to download the file to your local drive. Specify the file name and location in the dialog box as needed before downloading the file.

## Chapter 3: Read

- **Save As:** In the Save As dialog box, specify the file name and choose a format from the **Save type** drop-down list, and then click **OK**.  
If you choose the .pdf format from the **Save type** drop-down list, a pop-up dialog box will appear after you click **OK**, allowing you to download the file to your local drive.  
If you choose a non-PDF format from the **Save type** drop-down list, the **Settings** button in the Save As dialog box will become available. Click the button to configure additional settings for the file conversion, as needed. Next to the button, you can choose a location to save the file. If you choose to save the file to your Local Computer, a message box will appear in the upper right corner of the Foxit PDF Editor Cloud window indicating that the conversion is taking place when the conversion process starts. You can download the converted file after the conversion completes. For more information on the conversion settings, you can refer to the [Export PDFs](#) section.
- **Save to Cloud Documents:** In the Save File dialog box, specify the file name and click **Save**.
- **Save to OneDrive/Box/Dropbox/Google Drive:** In the Save File dialog box, specify the file name and location to save the file to your cloud service account.

## Close a PDF

Close the current PDF file by doing either of the following:

- Click the homepage icon  located in the upper left corner of Foxit PDF Editor Cloud window. This will close the current PDF and return you to the homepage.
- Click the icon  on Title Bar (or use the **Open File** command in the **File** tab) to open another file. This action will also close the current PDF.

**Note:** Before closing the PDF file, make sure that you have saved any changes you made to the document.

## Export PDFs

### Export PDFs to Word, PowerPoint, RTF, or plain text files

1. Navigate to the **Convert** tab. Choose **To MS Office** or **To Other** and select the format you want to convert the PDF to.

## **Chapter 3: Read**

**Tips:** You can also click **File > Save File > Save As**, and then choose the desired format to export the PDF. See also [Save PDFs](#).

2. In the pop-up dialog box, specify the file name and location for the output file.
3. (Optional) You can select more options from “Settings” in the **Save As** dialog box before saving the file. Take exporting PDF to Word files for instance.

In the **Save As DOCX Settings** dialog box, select the following exporting options according to your needs and click **OK** to exit the dialog box.

- **Page Range:** chooses the page range you want to export.
  - **Content Settings:** specifies whether to include the comments and images in the output. This option is not available for exporting to plain text files or if you choose **Image-based document** in **Export Engine Settings**.
  - **Layout Settings:** which is only available when you export PDF to Word and RTF files, specify whether to retain the text flow or page layout in the output. This option is not available for exporting to plain text files.
  - **Export Engine Settings:** If the PDF is primarily images and non-text objects, the **Image-based document** option is recommended. If you choose **Image-based document**, click **Set Languages** to select the language for OCR.
  - **Restore Defaults:** reverts to the original default settings.
4. Click **OK**. If you choose to save the file to your Local Computer in Step 2, a message box will appear in the upper right corner of the Foxit PDF Editor Cloud window indicating that the conversion is taking place when the conversion process starts. You can download the converted file after the conversion completes.

## **Export PDFs to spreadsheets**

1. Navigate to the **Convert** tab. Choose **To MS Office > To Excel** or **XML Spreadsheet 2003**.

**Tips:** You can also click **File > Save File > Save As**, and then choose the desired format to export the PDF. See also [Save PDFs](#).

2. In the pop-up dialog box, specify the file name and location for the output file.
3. (Optional) You can select more options from “Settings” in the **Save As** dialog box before saving the file. Take exporting PDF to **Excel** files for instance. In the **Save as xlsx setting** dialog box, select the following exporting options according to your needs and click **OK** to exit the dialog box.

- **Page Range:** chooses the page range you want to export.
- **Numeric Settings:** specifies the decimal and thousands separators, so that Foxit PDF Editor Cloud will recognize the numeric data based on your setting. The settings are not available if you choose **Image-based**

**document** in **Export Engine Settings**.

- Auto detect decimal and thousands separators – detects the numeric settings based on the document.
- Treat the following as decimal and thousands separators – selects this option and select symbols for the decimal and thousands separators.
- **Excel Workbook Settings:** chooses an option to create worksheets. The settings are not available if you choose **Image-based document** in **Export Engine Settings**.
  - Create single Worksheet for the Document – The PDF will be exported to a single Worksheet.
  - Create Worksheet for each Table – Each table in the PDF will be exported to a separate Worksheet. (Note: A table in a PDF is not always displayed in Table form with columns and rows. The application sometimes considers the head and tail of the page as virtual tables, so there is also a situation where non-Table content is displayed separately on a Worksheet).
  - Create Worksheet for each Page – Each PDF page is exported to a single Worksheet.

**Note:** The exported Worksheets are automatically named as “Table1”, “Table2”, “Table3” ...

- **Export Engine Settings:** If the PDF is primarily images and non-text objects, the **Image-based document** option is recommended. If you choose **Image-based document**, click **Set Languages** to select the language for OCR.
  - **Restore Defaults:** reverts to the original default settings.
4. Click **OK**. If you choose to save the file to your Local Computer in Step 2, a message box will appear in the upper right corner of the Foxit PDF Editor Cloud window indicating that the conversion is taking place when the conversion process starts. You can download the converted file after the conversion completes.

## Export PDFs to HTML files

1. Navigate to the **Convert** tab and choose **To HTML**. (*Tip: You can also click **File** > **Save File** > **Save As**, and then choose the desired format to export the PDF. See also [Save PDFs](#).)*)
2. In the pop-up dialog box, specify the file name and location.
3. (Optional) You can select more options from “Settings” in the **Save As** dialog box before saving the file. In the **Save As HTML Settings** dialog box, select the following exporting options according to your needs and click **OK** to exit the dialog box.

**Page Range:** chooses the page range you want to export.

**Content Setting:** selects **Include Images** to export images in the PDF. The setting is not available if you choose **Image-based document** in **Export Engine Settings**.

**File and Navigation Pane Settings:** chooses **Single HTML Page** to export the PDF to a single HTML file, and you can add headings and bookmarks in the navigation pane of the output HTML file; or choose **Multiple HTML Pages** to split the PDF by its headings or bookmarks into several HTML files. The settings are not available if you choose **Image-based document** in **Export Engine Settings**.

**Export Engine Settings:** If the PDF is primarily images and non-text objects, the **Image-based document** option is recommended. If you choose **Image-based document**, click **Set Languages** to select the language for OCR.

**Restore Defaults:** reverts to the original default settings.

4. Click **OK**. If you choose to save the file to your Local Computer in Step 2, a message box will appear in the upper right corner of the Foxit PDF Editor Cloud window indicating that the conversion is taking place when the conversion process starts. You can download the converted file after the conversion completes.

## Export PDFs to accessible text

If the document is an accessible PDF, you can save it as accessible text which can contain assistive information (such as alternate text descriptions) for images or multimedia objects in the PDF. Accessible text is often used for a braille printer by which accessible text can be imported and printed out as a form that vision-impaired people can use.

To export PDF to accessible text,

1. Navigate to the **Convert** tab and choose **To Other > To Accessible Text**. (*Tip: You can also click **File > Save File > Save As**, and then choose the desired format to export the PDF. See also [Save PDFs](#).*)
2. In the pop-up dialog box, specify the file name and location for the output file.
3. Click **OK**. If you choose to save the file to your Local Computer in Step 2, a message box will appear in the upper right corner of the Foxit PDF Editor Cloud window indicating that the conversion is taking place when the conversion process starts. You can download the converted file after the conversion completes.

## Export PDFs to images

1. Navigate to the **Convert** tab. Choose **To Image** and select a file type of images.

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***Tips:** You can also click **File > Save File > Save As**, and then choose the desired format to export the PDF. See also [Save PDFs](#).*

2. In the pop-up **Save As** dialog box, specify the file name and location for the output file.
3. Before you click **OK**, you can set more options as needed like page range, color space, and resolution by clicking the **Settings** button. In the pop-up dialog box, select the exporting options:
  - **Page Range:** chooses the page range you want to export.
  - **File settings:** specifies a compression standard according to your requirements for the file size and the image quality.
  - **Conversion:** specifies the color space and resolution for the output file. Choose **Determine automatically**, and Foxit PDF Editor Cloud will determine the related settings automatically.
  - **Restore Defaults:** clicks the **Restore Defaults** button to discard all the settings above and revert to the original default settings.
4. If you choose to save the file to your Local Computer in Step 2, a message box will appear in the upper right corner of the Foxit PDF Editor Cloud window indicating that the conversion is taking place when the conversion process starts. You can download the converted file after the conversion completes.

## **Export PDFs to XML 1.0 files**

1. Navigate to the **Convert** tab and choose **To Other > To XML 1.0**. (***Tip:** You can also click **File > Save File > Save As**, and then choose the desired format to export the PDF. See also [Save PDFs](#).)*
2. In the pop-up dialog box, specify the file name and location.
3. Click **OK**. If you choose to save the file to your Local Computer in Step 2, a message box will appear in the upper right corner of the Foxit PDF Editor Cloud window indicating that the conversion is taking place when the conversion process starts. You can download the converted file after the conversion completes.

## **Export all images in the PDFs**

With one click of "Export All Images", Foxit PDF Editor enables you to export all images in your document to separate image files.

1. Click **Convert > Export All Images**.
2. In the pop-up **Save As** dialog box, specify the file name and location for the output file.
3. Before you click **OK**, you can set more options as needed like page range, color

space, and resolution by clicking the **Settings** button. In the pop-up dialog box, select the exporting options:

For details about most options in the dialog box, please refer to [Export PDFs to images](#). In the **Extraction** settings, for **Exclude images smaller than**, select the smallest size of the image to be extracted, i.e., the image will not be extracted if both its width and height are smaller than the selected value. Select **No limit** to extract all images in the document.

- Each image in the original PDF document will be saved as a separate image file whose name will be the original document name appended with the page number and the image's sequence on the page. For example, when you export all images to JPG, the generated images will be named "[original document name]\_Page1\_Image1.jpg", "[original document name]\_Page1\_Image2.jpg", and so on.
- If you choose to save the file to your Local Computer in Step 2, a message box will appear in the upper right corner of the Foxit PDF Editor Cloud window indicating that the conversion is taking place when the conversion process starts. You can download the converted file after the conversion completes.

***Tip:** To export one image in your PDF, select the **Select Text and Image** command and right-click the image and choose **Save Image As....***

## Export Selected Area to Other Formats

You can also select an area with the **Select Text and Image** command in PDF and export the content in the area to formats including Microsoft Word, Excel, and PowerPoint.

- Choose the **Select Text and Image** command.
- Select the text or area (select an area by dragging a rectangle) you want to export. Then right-click the selected area and choose **Export Selection As....**
- In the pop-up **Save As** dialog box, choose the file format you want to export to, and specify the filename and location.
- (Optional) You can select more options from "Settings" in the **Save As** dialog box before saving the file. For details about the options, please refer to the corresponding instructions in the [Export PDFs](#) section according to the file format you want to export to.
- Click **OK**. If you choose to save the file to your Local Computer in Step 3, a message box will appear in the upper right corner of the Foxit PDF Editor Cloud window indicating that the conversion is taking place when the conversion process starts. You can download the converted file after the conversion completes.



## View PDFs

### Page through a document

Open a PDF document with Foxit PDF Editor Cloud, and you can then start viewing PDFs by scrolling throughout the entire document with your mouse vertically, or by holding **Shift** to scroll horizontally. You can also page through a document by the following methods.

### Scroll through Documents

Do either of the following:

- **Using mouse actions or keystrokes**

- To navigate around the documents vertically, scroll the mouse wheel or press the Down or Up Arrows on the keyboard.
- To navigate around the document horizontally, press Shift and scroll the mouse wheel.

- **Scroll automatically**

Automatic scrolling allows users to view documents without using mouse actions or keystrokes. Foxit PDF Editor Cloud also enables you to change the scrolling speed with ease.

A. Choose **View > AutoScroll**.

B. Do one of the following:


- To increase or decrease the scrolling speed, press the Up Arrow or Down Arrow key, depending on the direction of scrolling. To change the scrolling speed to a specific speed, press a number key (9 for the fastest, 0 for the slowest).
- To reverse the direction of scrolling, press the minus sign (-) key.
- To jump to the next or previous page, press the Right Arrow key or Left Arrow key respectively.
- To stop automatic scrolling and go back to Hand Command mode, click **AutoScroll** again or press the **Esc** key.
- To pause automatic scrolling, press the Space key.

## Go to Specified Page

Click the **First Page**, **Last Page**, **Previous Page** and **Next Page** icon in the status bar to view your PDF file. You can also input the page number to go to that specific page. The **Previous View** icon in the status bar lets you return to the previous viewed instance and **Next View** goes to the next viewed instance.



**Note:** If your PDF contains formatted page numbers, and the **Use logical page numbers** option is enabled in **File > Preferences > Page Display**, you should input the numbers that match the numbering on the pages rather than the physical page numbers. For instance, if you want to view the second page of your document which is numbered ii, you should enter ii to go to the page. See also the preference setting on [logical page numbers](#).

## Read with Bookmark


To jump to a topic using bookmarks, click the  icon on the left Navigation pane to open the **Bookmarks** panel. And then click the bookmark or right-click the bookmark and choose **Go to Bookmark**.

If you want to hide the **Bookmarks** panel after you click a bookmark, click the **Options** menu at the top of the **Bookmarks** panel and select **Hide After Use**, which makes the document area wider and improves the reading experience. To keep showing the **Bookmarks** panel after you click a bookmark, deselect **Hide After Use**.

### Tips:

1. If a bookmark is too long to be displayed in the Bookmarks panel, you can right click the bookmark (or click the **Options** menu  at the top of the Bookmarks panel) and select **Wrap Long Bookmarks** to wrap it to multiple lines for a better view. To unwrap, deselect **Wrap Long Bookmarks**.
2. Clicking the Find Current Bookmark  icon at the top of the **Bookmarks** panel highlights the bookmark corresponding to the content in the current document view, which can be helpful to find a bookmark as well as show you where you are.

## Read with Page Thumbnail

To jump to a page with page thumbnails, click the Page **Thumbnails** button  on

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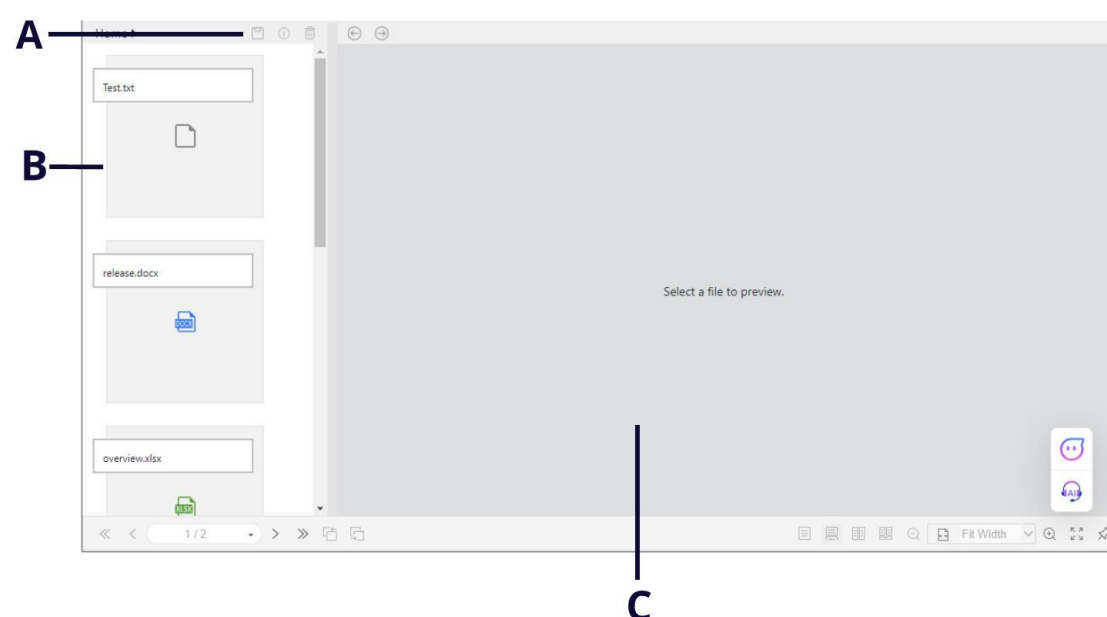
the left Navigation pane and click its thumbnail. To move to another location on the current page, drag and move the red box in the thumbnail. More information about page thumbnails, please refer to [Page thumbnails](#).

### **Read with Article Thread**

Article threads are defined for navigating articles in PDF files as skimming through a traditional print newspaper or magazine, allowing you to focus on a specific article and ignore the rest. To navigate an article in the document, open the **Articles** panel, and double-click the article you want to view. More information about viewing articles, please refer to [View articles](#) in the Articles section.

### **View PDF Portfolios**

PDF portfolios are a combination of folders and files with different formats such as Word Office files, text documents and Excel files. Foxit PDF Editor Cloud provides viewing and printing PDF portfolios, as well as searching keywords in PDFs in the portfolio.



*A Sample PDF Portfolio*

**A.** The secondary toolbar    **B.** The component files list    **C.** The preview pane

## The portfolio window overview

When you open a PDF portfolio with Foxit PDF Editor Cloud, the **Portfolio** context tab appears on the ribbon with the related commands. And the portfolio window below the ribbon may display elements including a component files (files and folders) list, a preview pane, and a secondary toolbar. The elements are displayed in different positions depending on the view mode you choose.

There are three portfolio view modes:

- In the **Layout** mode, the component files are displayed as small squares with icons corresponding to their file types in the portfolio window. Click a file to show the preview of the file on the preview pane. The secondary toolbar is presented on the component files.
- In the **Details** mode, the component files are listed with detailed information by displaying various columns in the portfolio window, including Name, Description, Size, and Modified. The secondary toolbar is presented on the component files list.
- In the **Cover Sheet** mode, the portfolio window only shows the cover sheet of the portfolio, which is a PDF page displaying the logo of Foxit PDF Editor and prompts you to download Foxit PDF Reader/Editor for the best experience.



You can switch the view mode at any time by clicking **Layout**, **Details**, or **Cover Sheet** in the **Portfolio** context tab as needed. In both the **Layout** and **Details** view modes, you can:


- Change the position of the preview pane by clicking **Preview Pane** and choosing **Right** or **Bottom** (or choose **Off** to minimize or hide the preview pane).
- Switch to the **Cover Sheet** mode by right-clicking on any file or blank area in the component files list and choose **Cover Sheet** in the context menu.

To set the default view for any PDF portfolio when it is opened in Foxit PDF Editor Cloud, choose **Default View** and select a view mode. If you select **Retain Original**, the initial view of a portfolio will be used when you open the portfolio. For the initial view setting of a portfolio, refer to [Customize and modify a PDF portfolio](#).

## View component files in a PDF portfolio

The preview pane in the portfolio window allows you to quickly preview a file without opening it in its native application. To view a component file in the preview pane, go to the component files list and select the file you want to view. If you have multiple

component files, you can use the  /  button above the preview pane to switch between them and find the one you need.




To view the properties of a component file, right-click the file in the portfolio and choose **Show Information**. Or select the component file and click the  button in the secondary toolbar.

## Adjust Page View

Foxit PDF Editor Cloud provides multiple commands that help you adjust the view of your PDF documents, such as the page magnification and the display of pages.

### Adjust Page Magnification

Do one of the following procedures:

1. Click **Zoom In > Zoom In/Zoom Out** in the **Home** tab.
2. Select or input a magnification percentage in the  field on the status bar.
3. Using the **Marquee** command  
The Marquee command allows you to zoom in or out on a selected area of your document for a clear view. To use the Marquee command, please follow the steps below:
  - Click **Marquee** in the **View** tab.
  - The cursor changes into , drag a rectangle on the page or just click on the page to increase the magnification by one preset level, centering on the point where you clicked.
  - Choose the **Marquee** command, the cursor changes to  as Ctrl-click on the page. Drag a rectangle on the page or just click on the page to decrease the magnification.
4. Using the Loupe command  
The Loupe command allows you to easily change the magnification of a PDF file. It is best used when you want to keep a PDF file at a standard zoom level (like 100%), but magnify certain areas. To use the Loupe command, please follow the steps below:
  - Click **Loupe** in the **View** tab.
  - Move the Loupe command to the places you want to view, you will see the amplificatory or decreased objects in the Loupe Tool dialog box.

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- (Optional) Select the Lock option in the Loupe Tool dialog box. Click the area of the document you want to view in closer detail. A red rectangle appears in the document, corresponding to the area shown in the Loupe Tool window. You can drag or resize the rectangle to change the Loupe command view.
- To change the scale ratio of the Loupe Tool, you can either enter a value in the zoom text box, or drag the slider in the Loupe Tool dialog box.

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

There are four types for you to choose:





- To resize the page to fit entirely in the document pane, click **Zoom In > Fit Page** in the **Home** tab, or right-click the Document Pane and choose Fit Page.
- To resize the page to fit the width of the window, click **Zoom In > Fit Width** in the **Home** tab, or right-click the Document Pane and choose **Fit Width**. Part of the page may be out of view.
- To resize the page to its actual size, click the **Zoom In > Actual Size** in the **Home** tab, or right-click the Document Pane and choose **Actual Size**.
- To resize the page to fit the visible width of the window, removing the margins, click the **Zoom In > Fit Visible** in the **Home** tab, or right-click the Document Pane and choose **Fit Visible**.

### **Adjust the Page Display**



To change the Page Orientation, right-click the document pane and choose the **Rotate Right** or **Rotate Left** command.

**Note:** You can change the page view in 90-degree increments, but the change only affects screen display instead of its actual orientation. You cannot save the changes in page view.

To change the page layout, Foxit PDF Editor Cloud provides the following page layouts:

- **Single Page**  - Displays one page in the document pane at a time.
- **Continuous**  - Arranges the pages in the document pane in a continuous vertical column.
- **Facing**  - Arranges the pages side by side, displaying only two pages at a time.
- **Continuous Facing**  - Arranges the pages side by side in a continuous vertical column.

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- **Show Cover Page During Facing**  -If a document has more than two pages, the first page can be displayed alone on the right side of the document pane in **Facing** and **Continuous Facing** views.
- **Horizontal Continuous**  – Arranges the pages in the document pane in a continuous horizontal column.

## **View Mode**

### **Read Mode**

User interface settings, such as the navigation pane, toolbar, and status bar, will be hidden when a PDF is displayed in Read Mode. The document pane is enlarged, reducing wasted reading space while leaving the ribbon tabs available for necessary operations.

To view a document in Read Mode, please choose one of the following:

- Click the **Read Mode** button in the **View** tab.
- Press the shortcut key “Ctrl + H” on the keyboard.

In Read Mode, a basic toolbar will float at the bottom of the Foxit PDF Editor window . This offers basic commands, such as save, print, zoom in/out, etc.

To exit the Read Mode, please do any of the following:

- Click the **Read Mode** button in the **View** tab.
- Press the shortcut key “Ctrl + H” on the keyboard.
- Click the **Exit Read Mode** button on the floating basic toolbar at the bottom of the screen.

### **Full Screen Mode**

In Full Screen mode, Foxit PDF Editor Cloud’s Document Pane fills the entire screen, with the toolbar, Status bar, and Bookmarks pane hidden behind. The mouse pointer remains active in Full Screen mode so that you can click links.

1. To set Full Screen preferences, please go to **File > Preferences > Full Screen**.
2. To enter Full Screen mode, please do one of the following:

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- Right-click the Document Pane and select Full Screen.
  - Press the shortcut key **F11**.
3. To exit Full Screen mode:
- Press **Esc** key.
  - Press the shortcut key **F11**.
4. Page Transition in Full Screen

Foxit PDF Editor supports page transition to turn pages in Full Screen mode. It helps you to turn pages as the transition feature in Microsoft Power Point. There are 12 transition types: Split, Blinds, Box, Wipe, Dissolve, Glitter, Push, Cover, Uncover, Fade, Replace, and Fly. Also, you could set the direction, speed and page range for the transition.

To edit page transition, right-click any page thumbnail in the **Pages** panel and choose **Page Transitions**.

### **Notes:**

- *This change only works for the current PDF.*
- *The pages will be turned in the same way the next time you open and view the document in full screen mode.*
- *If you want to set page transition to all PDF documents opened by Foxit PDF Editor Cloud, please choose **File > Preferences > Full Screen**.*

## **Text Viewer**

With Foxit Text Viewer, you can work on all PDF documents in pure text view mode. It allows you to easily reuse the texts scattered among images and tables, and acts like Notepad. Also, you can adjust some settings to meet your needs.

To Enter Text View mode, choose **View > Text Viewer**.

### ✧ **Customizing Text Viewer**

As soon as Text Viewer is activated, you can use the Font Setting commands to customize your own work area. Right-click the text area to select **Font Setting**.



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### **1. To change text font when reading with Text Viewer**

- Right-click and choose **Font Setting > Font/Color**.
- Choose Font name, Font Size, and Effects from respective fields in the Font/Color dialog box. The suggested font for best screen display is Courier New.

### **2. Toggle between regular style and Bold style, choose **Font Setting > Bold**.**

### **3. Toggle between regular style and Italic style, choose **Font Setting > Italic**.**

### **4. Change the text color and the background color**

- Right-click and choose **Font Setting > Font/Color**.
- Change the Foreground (Font) Color and Background (page) Color. You can preview the changes in the Sample box.
- Click **OK** to complete the procedure, or click **Close** to abandon the changes.

### **5. Change Text Viewer settings**

- Right click the text area > select **Setting...**
- The **Text Viewer Settings** dialog box pops up.
- Below are the text viewer settings:
  - A. Set page width at three different levels: Current page width, Current document width and System default width.
  - B. Minimal width – the valid value for this field is 0-1024. It is set to 78 by default.
  - C. Keep Column – for PDF tables or text columns, you can check Keep Column to retain appropriate column in text viewer mode. It is checked by default.
  - D. Auto Width – for PDF tables or text columns, you can check Auto Width to keep proper width between texts automatically. It is checked by default.
  - E. Auto Rotate – you can check Auto Rotate to ensure consistent orientation with that of the printer. It is checked by default.

### ✧ **Finding text in Text Viewer mode**

To find text you are looking for, please refer to [Find Text](#).

### ✧ **Copying and pasting text in Text Viewer mode**

#### **1. Select text**

- Select a word: Double-click the word you want to select.
- Select a line of text: Click and drag the cursor on the line of text you want to select.
- Select all the text: Press **Ctrl + A** or right-click the Document Pane > choose **Select**

## **Chapter 3: Read**

**All.**

**2.** Copying text, do one of the following:

- Right-click the selected text > choose **Copy**.
- Select the text and then press shortcut key **Ctrl + C**.

**3.** Pasting text

To paste the selected text on Clipboard to another application, please follow the paste command of the specific application.

### **Change the page view color**

Foxit PDF Editor Cloud allows you to add a “background” color to your page view for a more personalize look. This feature does not alter your document itself. To change the page view color, choose **View > Change Color**, and select the desired color. To restore the default white color, go to **View > Change Color**, and select the white color.

***Note:** If you have set a background color for your document via the **Background** command in the **Organize** tab, the page view color you set may be overlapped by the document background color.*

## **Read Out Loud**

### **What's Read Out Loud?**

Read Out Loud is a Text-to-Speech (TTS) tool. It reads the text in a PDF aloud, including the text in comments and alternate text descriptions for images, tables, and fillable fields. Text is read based on the order of the page content. With this feature, you can obtain information without viewing the pages, helping to effectively relief eyestrain. It also enables you to view other materials while listening to the content.

Read Out Loud uses the available voices installed on your system. If you have SAPI 5 voices installed from text-to-speech or language applications, you can choose them to read your PDFs.

***Note:** Read Out Loud isn't a screen reader, it may not be available in some operating systems.*

### **Activate or deactivate Read Out Loud**

## **Chapter 3: Read**

You need to activate Read Out Loud before using it.

- To activate Read Out Loud: select **View > Read > Read > Activate Read**.
- To deactivate Read Out Loud: select **View > Read > Read > Deactivate Read**.

Tip: You can press the shortcut key Ctrl + Shift + Y to activate or deactivate Read Out Loud, based on the current status of the feature. After activating Read Out Loud, you can [read a PDF file](#) out Loud.

### **Read a PDF Out Loud**

- Navigate to the page that you want to read out.
- Choose **View > Read > Read > Read Current Page** or **Read from Current Page**.

### **Control Reading**

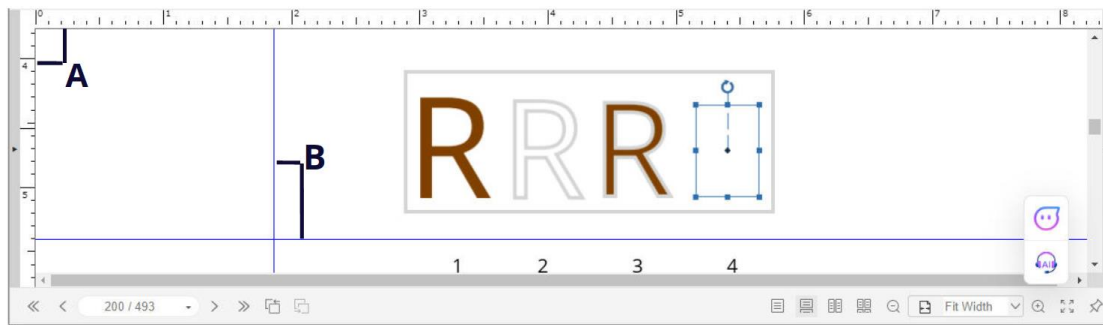
While reading a PDF file, you can interrupt the reading and adjust reading volume, speed, and voice as needed.

- To adjust the reading speed: choose **View > Read > Speed** > drag the slider.
- To adjust the reading volume: choose **View > Read > Volume** > drag the slider.
- To pause reading: choose **View > Read > Pause**.
- To stop reading: choose **View > Read > Read > Stop**.
- To select a speech voice for reading aloud: choose **View > Read > Voice** > choose a voice from the context menu that suits your preference or matches the document's language.

## **Rulers, Guides, Grids & Line Weights**

### **Using Rulers & Guides**

Foxit PDF Editor Cloud provides horizontal and vertical ruler guides to help you align and position text, graphics or other objects on the page. They can also be used to check the size and margins of your documents.



### **Rulers & Guides**

#### **A. Rulers   B. Guides**

To show or hide rulers/guides, select **View > View Setting > Page Display** > check or uncheck **Rulers/Guides**.

To create ruler guides, follow the steps below:

- Drag down the horizontal ruler to create a horizontal guide, or drag to the right of the vertical ruler to create a vertical guide.
- Double-click a location on the horizontal ruler to create a vertical guide, or double-click a location on the vertical ruler to create a horizontal guide.

To move ruler guides, select the Hand command, click and hold the guide, and then drag it to a new location.

To change the unit of measurement, right-click the horizontal ruler or the vertical ruler, and select a measurement system for the rulers.

To delete ruler guides, please do one of the following:

- To delete a guide, click the guide to select it, and then press the **Delete** key.
- To delete all guides on a certain page, scroll to the page, right-click the ruler area and choose **Clear Guides on Page**.
- To delete all guides, right-click in the ruler area and choose **Clear All Guides**.

### **Grids**

You can use grids to line up form fields and objects (including text, image, path, and shading objects) in a PDF document. When you create or move a form field or object, **Snap to Grid** can align the form field or object with the nearest grid line.

To show or hide the grid, navigate to **View > View Setting > Page Display** >

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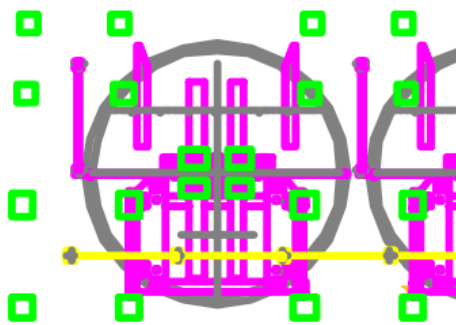
check/uncheck **Grid**.

To turn on or off the **Snap to Grid** option, navigate to **View > View Setting > Page Display** > check/uncheck **Snap to Grid**.

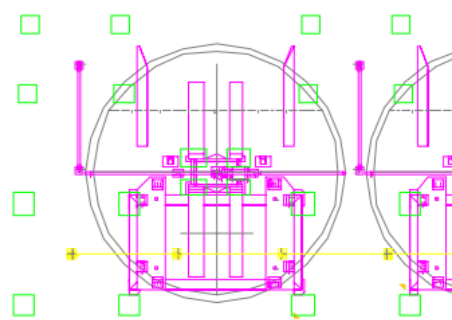
You can also customize the grid appearance from **File > Preferences > Layout Grid**.

### Line Weights View

In Line Weights View, the lines will be displayed with the weights defined in the PDF file. When Line Weights View is turned off, the lines will be displayed with the constant stroke width (1 pixel), regardless of zoom. The following screenshots show the comparison of the PDF file displayed in Line Weights View and Non-Line Weights View.



PDF in Line Weights View



PDF in Non-Line Weights View

- To enter Line Weights View, please choose **View > View Setting > Page Display** > check **Line Weights** option.
- To exit Line Weights View, please choose **View > View Setting > Page Display** > uncheck **Line Weights** option.

### Select & Copy

With Foxit PDF Editor Cloud, you can copy texts and images to other applications.

### Select and Copy Text and Images


The Select Text and Image command lets you select horizontal and vertical text or columns of text, and images in a PDF. Foxit PDF Editor Cloud sets each ribbon with the Hand command and Select commands for user's convenience. To select, copy and

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paste text or images, click the **Select Text and Image** command and do the following:

### **Select text and images**

To select an image, please click on the image in a PDF file directly. To select text, please do any of the following:

- Select a word: Double-click the word you want to select.
- Select a line of text: Drag the cursor  toward a line of text you want to select.
- Select a column of text: Hold down the **Alt** key as you drag the cursor over the desired column of text to select it.
- Select text only in a rectangle box without images: Press **Alt** and drag a rectangle at the desired position you want to select.
- Select multiple paragraphs through pages: Click at the start of the selection, scroll to the end of the selection without releasing your mouse.
- Select all the text: Press **Ctrl + A**, or select some text, right-click it and then choose **Select All**.
- Deselect all the text: Click any area of the text.

***Tip:** If you right-click the selected word(s), options in the context menu allow you to perform more tasks like copying and exporting the selected text, adding text markup, looking up a word quickly on Dictionary.com online, and more.*

### **Copy text and images**

After selecting the text or image, do one of the following:

- Choose the **Copy Text** icon from the floating toolbar.
- Right-click the selected text, and choose **Copy**.
- Right-click the selected image, and choose **Copy**.
- Press shortcut key **Ctrl + C**.

### **Paste text and images**

To paste the selected text on Clipboard to a PDF file, please select the Hand command in Foxit PDF Editor Cloud, use the shortcut key Ctrl + V, or right-click on the document where you want to paste the text and select **Paste**.


To paste the selected image on Clipboard to a PDF file, please select the Hand command in Foxit PDF Editor, use the shortcut key Ctrl + V or right-click on the document and select **Paste**. You will see the image preview as you hover your mouse over the document. Then click on the document where you want to add the image to add it in the PDF file.

To paste the selected text or image on Clipboard to another application, please follow the paste command of the specific application.

## Copy Content Using the Snapshot Command

You can use the snapshot command to copy individual images or selected content (text, images, or both) to the clipboard or other applications. Text and images will be copied as an image.

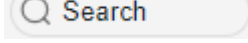

To copy an image or a combination of text and images, do the following:

1. Select the **Snapshot** command by choosing **Home > Snapshot**.
2. The cursor changes into a Cross  automatically.
3. Click and drag the mouse to draw a rectangle around the content you want to copy.
4. Three icons appear on the right of the selected area, allowing you to copy the selected content to the clipboard, cancel the selection, and download the selected content as an image.
5. Paste the selected image to desired destinations.



**Note:** The selected area will be highlighted in blue.

## Search

### Find text in the current PDF

- Type the text you want to find in the Search box  in the top right corner of the application window. Click the **Filter**  icon to set the search criteria.
  - A. Whole words only -- limits the search to match only whole words. For example, if you search for the word *Read*, the word *Reader* will not be found.
  - B. Case-Sensitive -- makes the search case-sensitive. For example, if you search for the word *text*, the words *Text* and *TEXT* will not be found.
  - C. Include Bookmarks -- enables you to search for a word in the whole text, including bookmarks.
  - D. Include Comments -- enables you to search for a word in the whole text, including comments.
  - E. Highlight All Text -- Highlight all the text search results in the document.
  - F. Properties -- enables you to specify the color and opacity of the highlighting of the search results.

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- Press **Enter** to start searching.
- Foxit PDF Editor Cloud jumps to the first instance of the search term, which appears highlighted.
- Click  and  to find previous or next result, or press **Enter** to find the next result.

## **Advanced search**

Foxit PDF Editor Cloud supports the advanced search function, which enables you to search for text and pattern (such as phone numbers) in the current PDF. When the search finishes, all occurrences will be listed in a tree view. This will allow you to quickly preview the context and jump to specific locations. You can also save the search results as a CSV or PDF file for further reference.


Before doing an advanced search, you can go to **File > Preferences > Search** to specify search preferences. For more information, please refer to [the Search preferences](#).

## **Searching for text and patterns**

1. Click the **Search features**  icon next to the Search box and choose **Advanced Search**.
2. Select one of the following search criteria from the drop-down list under the file location box:
  - A. Match exact word or phrase: Search for instances that match the entire word or phrase (including the spaces) you specified in the text search box.
  - B. Match any of the words: Search for any instances that match at least one of the words.
  - C. Looks like search pattern: Search for patterns like phone number, social security number, or email address in the PDF file. This option is not available when you search PDF indexes.
3. For text search, input the word you would like to search in “What word or phrase would you like to search for” box. For pattern search, select the pattern you want to search from the **Select your pattern** drop-down list, and choose the specific county and region from the **Country/Region** drop-down list.
4. (Optional) Check any of the following options to specify the additional search criteria, if needed.
  - a) To limit the search to match only whole words, check **Whole Words Only**. For





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- example, if you search for the word *Read*, the word *Reader* will not be found. This criterion is only available for text search.
- b) To make the search case-sensitive, check **Case-Sensitive**. For example, if you search for the word *text*, the words *Text* and *TEXT* will not be found. This criterion is only available for text search.
  - c) To search words in comments, please check **Include Comments**.
  - d) To search words in bookmarks, please check **Include Bookmarks**. This criterion is only available for text search.
  - e) To search words in attachments, please check **Include Attachments**.
  - f) To find instances that contain the stem of the specified search word, please check **Stemming**. For example, if you search for “opening” with **Stemming** option checked, instances of “open”, “opened”, “opens”, and “opening” will be found. This criterion applies to text search and index search, and is not available if either **Whole Words Only** or **Case-Sensitive** is selected.
  - g) To highlight all the text search results, please check **Highlight All Text**.
5. Click **Search** button.
  6. Each item listed includes a few words of context and an icon that indicates the type of occurrence. Check the search results with the following steps:
    - If necessary, click the plus sign (+) to expand the search results.
    - Click a search result directly to view it in the PDF file.
  7. (Optional) Click the Save button  in the **Search** panel to save the search results.
  8. (Optional) Click **New Search** button to start a new search task.


**Note:** To find or edit text in a scanned or image-based PDF, you need to convert the content into searchable or editable text using the OCR feature. See also [OCR PDFs](#).

## **Search and highlight**

After searching, users may need to mark up the searched text strings in a highlight color. With Foxit PDF Editor Cloud’s **Search & Highlight** feature, users can perform an advanced search and highlight the searched text strings with one click.

1. Click the **Search features**  icon in the upper right corner of the Foxit PDF Editor Cloud window and choose **Search & Highlight**.
2. The **Search** panel opens. Search the text strings or search by patterns as needed.
3. After the search completes, you can see a Highlight icon  next to the Save




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button  in the **Search** panel, a check box in front of each searched instance and each file path, and the **Check All** option above the **New Search** button.

4. Select the check box of the instance you want to highlight and click the Highlight

icon .

### Resizing the Search panel

The **Search** panel is displayed on the right of the document pane. When you put the cursor along the left border of the **Search** panel, the cursor turns into . Then drag the border to adjust its width. To show or hide the **Search** panel, click on the button  on its right border. When your search operation completes, click the close button  to close the **Search** panel.

## Compare PDF Files

The Document Compare feature lets you see the difference in two versions of a PDF, as well as select the type of differences you're looking for to verify that the appropriate changes have been made. The Document Compare feature does not compare comments in the PDF.

### Comparing a revised PDF to an earlier version

1. Choose **View > Compare**.
2. Specify **Old File** and **New File** to be compared. Click **Choose...** to select the file.
3. You can preview the pages of both files. Choose the specific page you want to preview by dragging the slider or clicking the list box to select the page number.
4. Choose the specific pages you want to compare.
5. Click **Options** and select options as needed:
  - **Include**
    - **Compare Text Only:** Select it to compare the text content only.
    - **Compare Table:** Select it to compare tables. This option is recommended for documents that contain tables.
    - **Detect Page Deletions or Inserts:** With the option selected, when you compare documents, if a page is deleted or inserted in a document, the application directly marks all text on the page as deletions or insertions (rather than comparing the text with the other document) to provide

greater accuracy.


- **Color**  
Select the desired highlight color for the markups that indicate the replaced, inserted, and deleted objects in the comparison results.
  - **Opacity**  
Specify the opacity for the markups that indicate the replaced, inserted, and deleted objects in the comparison results.
  - **Line Thickness**  
Specify the line thickness for the markups that indicate the replaced, inserted, and deleted objects in the comparison results.
  - **Set current properties as default**  
Select it to apply the current settings to future comparison.
6. Click **OK**. And then a PDF document named "The result of Comparison.pdf\*" will be automatically created and opened in the Foxit PDF Editor Cloud window, and the **Compare Results** context tab appears on the ribbon.  
The result document arranges pages side by side showing **Old File** and **New File** with the changes marked by different icons and colors. The first page shows a summary of the comparison results including the total number and the marks for different changes. The second page shows the detailed comparison results including the names and sizes of **Old File** and **New File**, time compared, and the classification of changes, with a color legend in the upper right corner. You can click **Go to the First Change (page \*)** on the second page to jump to the first change.
  7. In the **Compare Results** context tab, do any of the following:
    - Click **Next/Previous Change** to navigate through the changes in the document pane in both files.
    - Click **Filter** and select items to show specific changes you need by text, images, annotations, and formatting. Or click **Filter > Everything** to show all changes.
    - Click **Show** and select items to show/hide the results and the color legend. Clicking **Show > Show Summary** navigates to the summary page.
  8. You can also use the **Comments** panel in the navigation pane to see each change. Click a change to quickly locate it in both documents. See also [View all comments](#).
  9. You can save the results document as needed.

## Word Count

Similar to Microsoft Word, Foxit PDF Editor Cloud counts words, characters, pages, lines and other information in all or part of your document. With no text selected, click **View > Word Count**, and you will see a pop-up **Word Count** box for the statistics of the entire document.

## Print PDFs

To print a PDF document, do the following:

1. Make sure you have installed the printer successfully.
2. Open the PDF document that you want to print in Foxit PDF Editor Cloud, and then do either of the following:
  - Click the **Print** button  on the Quick Access Toolbar.
  - Press the shortcut key Ctrl + P.
3. In the **Print** dialog box, specify the page range, choose an option from **Print What**, and click **OK**.
4. Select a printer and other printing options in the pop-up dialog box, and then follow the on-screen instructions to print the document.

You can choose to print PDF pages associated with the selected bookmarks from the **Bookmarks** panel in the navigation pane. To print from bookmarks, do the following:

1. In the navigation pane, click the **Bookmarks** panel and select a bookmark you want to print.
2. Right-click the selected bookmarks and choose **Print Page(s)** or **Print Section(s)** from the context menu.
  - Print Page(s):** Only print the pages where the selected bookmarks (including child bookmarks) are.
  - Print Section(s):** Print all the pages in the bookmarked sections (including child bookmarks).
3. Then follow the on-screen instructions to print the pages. See also "[Print a PDF document](#)".

# Chapter 4 – Create

Up to 3 times faster than other PDF tools, Foxit PDF Editor Cloud makes creating PDF and PDF/A documents simple and streamlined. With a click you can quickly convert virtually any kind of file to PDF without having to open the source application.

## Create PDFs

With Foxit PDF Editor Cloud, you can easily create PDFs from files in other formats.

See also the tutorial on how to [Create PDFs](#).

### Create a PDF from a file

If you are not currently working on a document (i.e., with no document open in the Foxit PDF Editor Cloud window), do the following:

1. Click the **Open File** button on the homepage of Foxit PDF Editor Cloud.
2. In the **Open File** dialog box, directly drag and drop the desired file into the specified area to convert the file to PDF. **Note:** *If you do not want to upload the file to [Cloud Documents](#), you can click **Preferences** above the **Choose Files** button and deselect the **Automatically upload local document to Cloud Documents when the file is opened** option in the Preferences dialog box before dragging and dropping.*
3. A message box will appear in the upper right corner of the Foxit PDF Editor Cloud window indicating that the conversion is taking place when the conversion process starts.
4. After the conversion is complete, the converted PDF file will be opened automatically in Foxit PDF Editor Cloud. You can download the file to your local drive or save it to Foxit Cloud or your cloud service account.

Alternatively, you can navigate to the **Convert to PDF** tool on the homepage to create PDFs from files.

With a document open in the Foxit PDF Editor Cloud window, do the following:

1. Click **Convert > From Files > From File**. (**Tip:** *You can also directly drag and drop a file to the Foxit PDF Editor Cloud window to convert the file to PDF.*)
2. In the **Open** dialog box, navigate through your local disk to select a local file. Then click **Open** to start the conversion.
3. A message box will appear in the upper right corner of the Foxit PDF Editor Cloud

window indicating that the conversion is taking place when the conversion process starts.

4. After the conversion is complete, the converted PDF file will be opened automatically in Foxit PDF Editor Cloud. You can download the file to your local drive or save it to Foxit Cloud or your cloud service account.

***Tip:** You can also drag and drop a file to the Foxit PDF Editor Cloud window to quickly create a PDF from the file. After creation, download the PDF as needed.*

## Create PDFs from multiple files

You can easily merge files of different types into a single PDF, or you can also convert them into separate PDFs.




### Convert and combine multiple files into a single PDF

If you are not currently working on a document (i.e., with no document open in the Foxit PDF Editor Cloud window), navigate to the **Combine PDFs** tool on the homepage to create PDFs from files.

With a document open in the Foxit PDF Editor Cloud window, do the following:

1. Choose **Convert > Combine Files**.
2. In the **Combine Files** dialog box, add files you want to combine by directly dragging and dropping files to the file list in the box, or by clicking **Add files** and selecting one of the following options:
  - **Local Computer/Cloud Documents/OneDrive/Box/Dropbox/Google Drive:** You can choose files from local drives, Cloud Documents, or your cloud service account.
  - **Add WebPage:** Input a URL, or browse and select an HTML file you want to combine. Then click **Create**.
  - **Add From Clipboard:** Create a PDF from the clipboard and add it to the file list you want to combine.
  - **Add Open File:** Choose the currently opened PDF file to add to the file list you want to combine.
3. (Optional) Files you added will be listed in the **Combine Files** dialog box. You can adjust the order of the files to be displayed in the combined PDF by the files' name by clicking the arrows next to the column name in the files list. Or, adjust the order

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- of files manually as desired by clicking the  /  icon above the file list, or dragging and dropping a file to change the file order.
4. (Optional) You can specify a page range (odd pages, even pages, or all pages) for a PDF file to be converted.
  5. (Optional) If needed, click the  icon to delete the selected files. You can also remove the selected files by pressing the **Delete** key.
  6. (Optional) You can double-click any file in the **Combine Files** dialog box to open the **Edit Bookmark for File** dialog box, and modify the bookmark title, which will be one of the Top-Level bookmarks in the combined PDF after conversion. By default, Foxit PDF Editor Cloud combines the bookmarks of the selected files as the bookmarks of the combined PDF, with the first level of the combined bookmarks named with the original filename of each file.
  7. Select the following options as desired in the **Combine Files** dialog box.
    - ✧ **Add a new table of contents page converted from bookmarks:** creates a table of contents (TOC) from the bookmarks of the selected files in the beginning of the merged PDF file. The original filename of each file will be the first-level heading of TOC, each of which is followed by the bookmark hierarchy of the file.
    - ✧ **Retain the logic page number during combination:** selects it, and the combined PDF file will keep the logic page numbers in the original files.
  8. Click **Combine** to start the combination. (If you want to cancel the combining, click the **Cancel** button.)
  9. After the combination completes, a PDF file is created and opened automatically in Foxit PDF Editor Cloud, while the **Combine Files** dialog box disappears. Rename and save the PDF as needed.

### **Convert multiple files into separate PDF files**

If you are not currently working on a document (i.e., with no document open in the Foxit PDF Editor Cloud window), navigate to the **Convert to PDF** tool on the homepage to create PDFs from files.

With a document open in the Foxit PDF Editor Cloud window, do the following:

1. Choose **Convert > From Files > From Multiple Files**.
2. In the **Convert Multiple Files** dialog box, click **Add files** to select the files you want to convert.

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3. Files will be converted in a sequence as they are ordered in the **Convert Multiple Files** dialog box. You can reorder the files by name, modified time, or size by clicking the corresponding column name. Alternatively, reorder the files manually as desired by clicking the **Move Up/Down** button, or by dragging and dropping the file in the list. Select a file and click the **Remove** button to delete it, if necessary.
4. Click **Convert**.

### **Conversion settings**

When you create PDFs from Microsoft Office files in the Foxit PDF Editor Cloud window, you can specify the default conversion settings in advance.

1. Go to **Convert > From Files > Convert to PDF Settings**.
2. In the pop-up **Converting to PDF** dialog box, select the desired Office file format, and choose a set of default conversion settings from the drop-down menu. There are five predefined sets of default settings shown as below. You can click **Edit** to create and modify your customized default settings as needed. See also [Create and modify your customized default settings](#).
  - **High Quality Print:** creates PDF files for high quality print but with relatively large file sizes.
  - **PDF/A-1b:** creates PDF files in compliance with the PDF/A-1b standard.
  - **Smallest File Size:** creates PDF files used for web distribution.
  - **Standard:** creates PDF files with a balance between print quality and file size.
  - **USPTO:** creates PDF files that are compliant with USPTO (the United States Patent and Trademark Office) standards.
3. Click **OK**.

#### ✧ **Create and modify your customized default settings**

1. In the **Converting to PDF** dialog box, select an Office file type, choose a set of default conversion settings from the drop-down menu, and then click **Edit**.
2. In the pop-up dialog box, specify the conversion settings in the five tabs in the pop-up dialog box. See also [Options of default settings for PDF conversion](#).
3. After you complete the settings, click **OK** to save the modification to the current set of default settings or click the **Save As...** button to save the modified settings as a new set of default settings which will be added to the default settings list.
4. The predefined sets of default settings cannot be modified.
5. (Optional) To toggle between different sets of default settings, click the **Edit Settings** button and select one.



## Options of default settings for PDF conversion

### ✧ The General tab

- **Description** – Enter a summary for the current conversion setting.
- **Compatible With** - With Foxit PDF Editor, you can choose the version number from 1.3 to 1.7 when creating PDFs. Choosing the right PDF reference version can help the PDFs to be better compatible with different PDF viewers. See also [PDF Versions](#).
- **Optimize for fast web view** – Creates a linearized PDF that can be opened and viewed even before the whole file is downloaded.

### ✧ The PDF Standards tab

Select a PDF standard as needed from the menu under which there is the corresponding description for your reference.

### ✧ The Watermarks tab

**Add watermarks to the document** – If you want to add watermarks to your document, you can select this option and choose to add **Image Watermarks** or **Text Watermarks**.

#### 1. Image Watermarks:

- **Image**  
You can browse your computer for an image and change the **Opacity** and **Rotation** of the image which will be added into your document as a watermark.
- **Offsets**  
This option allows you to adjust the specific position of the watermark by specifying the unit of measurement and the distance from the left or top edge of the generated PDF page.
- **Scale**  
Enter a number in the percentage box to resize the watermark in relation to the original image size.
- **Preview**  
You can see how the watermark will look like with the selected options.

#### 2. Text Watermarks:

- **Font**

This option is activated only when Text Watermarks is selected and you can choose the font name, font size and font color from the drop-down menus.

- **Text**

You can enter text in the **Content** box and change the **Opacity** and **Rotation** of the text which will be added into your document as a watermark.

- **Offsets**

This option allows you to adjust the specific position of the watermark by specifying the unit of measurement and the distance from the left or top edge of the generated PDF page.

- **Preview**

You can see how the watermark will look like with the selected options.

#### ✧ **The Headers/Footers tab**

##### **Add Headers/Footers to the Document**

This option allows you to add headers/footers to your PDF document. By checking this option, the following options will be activated.

##### **Font**

You can choose the font name, font size and font color from the boxes.

##### **Edit**

This option allows you to edit headers/footers and you can specify their styles. You can enter text in the columns (**Left Column**, **Center Column** and **Right Column**) if needed. Click **Insert Date** to insert date to the PDF document. Click **Insert Page Number** to insert page number to the PDF document.

##### **Offsets**

This option allows you to change the unit of measurement and specify the margins for all 4 sides.

##### **Preview**

You can see how the headers/footers will look with the selected options.

#### ✧ **The Security tab**

The security feature of PDF gives you exceptional control over PDF files. More information about PDF protection, please refer to the **Security** chapter.

## **Create a PDF from a blank page**

You can create a PDF from a blank page rather than beginning with a file, a clipboard image, or scanning.

1. If you are not currently working on a document (i.e., with no document open in the Foxit PDF Editor Cloud window), click the **Create Blank PDF** button on the homepage of the Foxit PDF Editor Cloud window. If you have a document open, select **Convert > Blank** on the ribbon.
2. Choose **Edit > Add Text** or **Comment > Typewriter**.
3. Click on the blank page to start typing the text you want to add to the blank page.
4. As needed, select other commands and options that you want to apply to the PDF.
5. Once you have completed your edits, save the PDF file.

## **Create a PDF from Clipboard**

You can create a PDF directly from your clipboard. navigate to the **Convert to PDF** tool on the homepage to create PDFs from files.

1. If you are not currently working on a document (i.e., with no document open in the Foxit PDF Editor Cloud window), navigate to the **Convert to PDF** tool on the homepage to create a PDF from Clipboard. If you have a document open, select **Convert > From Clipboard** on the ribbon.
2. The texts or images in the clipboard will be converted to a new PDF file.

## **Create a PDF from Web Page**

To create PDF from web pages:

1. If you are not currently working on a document (i.e., with no document open in the Foxit PDF Editor Cloud window), navigate to the **Convert to PDF** tool on the homepage to create a PDF from Web Page. If you have a document open, select **Convert > From Web Page** on the ribbon.
2. Input the URL of the web page in the box in the **Create PDF From Web Page** dialog box, or click **Browse** to choose an HTML file.
3. Click **Settings** to set more conversion options.  
The **General** tab:

**PDF Settings:** set the timeout to load the whole web page. Loading that takes longer will be aborted automatically, and only the loaded content will be converted to PDF. The default value is 120s.

**Disable all hyperlinks in the generated PDFs:** check this item, and all hyperlinks will be invalid in the generated PDF.

**Set all the page contents into one single PDF page:** check this item, and all the related content will be converted to one PDF page.

**Create bookmarks:** check this item, and bookmarks for converted web pages will be created automatically after conversion. The created bookmarks are named with the domain names of the web pages. If the web pages share the same domain name, sub-bookmarks will be created and named with the page titles. If the page has no title, the URL is used instead.

**Create PDF Tags:** check this item to create a tagged PDF that includes tags and other accessible information such as alt-text for images. With this item selected, you can select the **Optimize tag tree** option to optimize the structure tree of the tags in the created PDF, such as by removing some unnecessary Div tags.

The **Page Layout** tab: specify the page size, margins and orientation for the generated PDF as needed.

**Media style:**

**Screen:** convert the web page exactly as how it is displayed on the screen to PDF. This option is selected by default.

**Print:** convert the web page based on the Print setting in the web page itself.

**Scaling:**

**Fixed page with no scale:** convert the web page without scaling. However, if the web page is too wide and exceeds the PDF page size specified above, the generated PDF will be truncated.

**Scale:** With this option selected, Foxit PDF Editor Cloud will scale the web page if necessary to fit the width of the PDF page size specified above. This option is selected by default.

**Enlarge:** With this option selected, if the web page is too wide and exceeds the PDF page size specified above, Foxit PDF Editor will enlarge the PDF page size automatically.

## **Create a PDF from a template (Available in Certain Languages )**

Foxit PDF Editor Cloud provides various designed templates including letters, resume, invoice, and more. You can choose the desired template and quickly create a PDF from

it. (**Note:** An Internet connection is required to use the feature.)

1. If you are not currently working on a document (i.e., with no document open in the Foxit PDF Editor Cloud window), click the **Template** button on the homepage of the Foxit PDF Editor Cloud window. If you have a document open, select **Convert > From Template** on the ribbon.
2. In the pop-up Template dialog box, navigate through various templates and click on the desired template to open the template in Foxit PDF Editor Cloud window. (**Tip:** To search for a template, enter a search word like letter, resume, or invoice in the **Search template** box. Or, select a category under the search box like Business, Marketing, or Human Resources, and choose a desired template.)
3. Save it as your own PDF document after making edits.

## Create and customize a PDF portfolio

PDF portfolios are a combination of files with different formats such as Microsoft Office files, text documents and Excel files. Foxit PDF Editor lets you quickly create and customize a PDF portfolio.

### Create a PDF portfolio

You can use Foxit PDF Editor Cloud to quickly create a blank PDF portfolio or a new PDF portfolio from any file. After creation, you can also add more files, create folders, delete files/folders and more within the PDF portfolio.

To create a new PDF portfolio from files, please do the following:

1. If you are not currently working on a document (i.e., with no document open in the Foxit PDF Editor Cloud window), navigate to the **Convert to PDF** tool on the homepage to create a PDF portfolio. If you have a document open, select **Convert > PDF Portfolio > Create a new PDF portfolio** on the ribbon.
2. In the pop-up dialog box, select a file you want to attach to a PDF portfolio and click **Open**.
3. After creation, the generated portfolio will be automatically opened in the application, and the **Portfolio** context tab appears on the ribbon. Then you can change the view mode, add more files, and create folders, as needed.  
**Tip:** To quickly add files, you can copy-and-paste or drag-and-drop files to the portfolio.



You can also choose the **Create a blank PDF portfolio** option to create a blank PDF portfolio from scratch. Once created, you can use the commands in the **Portfolio**

context tab to add files from local drives and create folders.

For a PDF portfolio without a Table of Contents (TOC), you can click **Regenerate TOC** to create a TOC; for a PDF portfolio with a TOC, if any file/folder is added or removed, you can click **Regenerate TOC** in the **Portfolio** tab to update the TOC. The headings of the TOC generated is made up of the names of folders (including the subfolders) and files in the portfolio, arranged in an order that the files and folders are displayed in the portfolio. For a folder which is nested with multiple levels of subfolders, in the TOC the folder names are displayed up to five levels.

## Customize and modify a PDF portfolio

You can customize and modify component files and folders in the portfolio using the secondary toolbar above the component files list in the **Details** or **Layout** view, the right-click menu of a component file, and the **Portfolio Properties** dialog box as needed.

- To delete a file, select it and click the  button in the secondary toolbar, or right-click it and choose **Delete**.
- To extract a file from the portfolio, select it and click the  button in the secondary toolbar, or right-click the file and choose **Extract from Portfolio....** Then specify the name and location of the extracted file. Extracting a file does not delete it from the PDF portfolio.
- To edit the description of the portfolio, please navigate to **File > Properties > Description**.
- To reduce the size of a PDF file in the portfolio, right-click it and choose **Reduce File Size....** In the pop-up dialog box, choose a PDF version and click **OK**. See also [PDF Versions](#).
- To edit the properties of the portfolio, right-click on any file or blank area in the portfolio window (except Preview Pane) and choose **Portfolio Properties**. In the **Portfolio Properties** dialog box, you can:
  - Specify fields (columns) you want to show in the list of component files and folders in the portfolio window. Select the check boxes of the fields, or click on the field names and click the **Show** button. The field names are displayed under the secondary toolbar. To hide fields, unselect the check boxes, or click on the field names and click the **Hide** button. In the Name column, if a folder in the portfolio contains several items, a number in parentheses appears after the folder name to indicate the total number of the items.
  - Add an optional field. Click **Add**, enter the field name and click **OK**. To

- delete an optional field, select the field and click **Delete**. The required fields such as **Name** cannot be deleted.
- Arrange the field order by selecting the field name and clicking **Up** or **Down**.
  - Specify the order of the files and folders in the portfolio when the portfolio is opened. To do this, select a field name in the **Sort By** menu and then choose an order in **Sort Order**. By default, the component files and folders in a PDF portfolio are displayed alphabetically by filename.
  - Specify the initial view of the document by choosing an option from **Initial View**.
  - If the **Portfolio Properties** dialog box pops up after you right-click a component file and choose **Portfolio Properties**, the **Show current document when opening portfolio** option is available. You can select this option so that the file will be opened in the preview pane next time you open the portfolio.

*Tip: You can do more actions by right-clicking a file in the portfolio.*

## OCR PDFs and PDF Portfolios

Optical Character Recognition, or OCR, is a software process that enables images or printed text to be translated into machine-readable text. OCR is most commonly used when scanning paper documents to create electronic copies, but can also be performed on existing electronic documents (e.g. PDFs or PDF portfolios).

### Recognize text

Foxit PDF Editor Cloud can detect whether a PDF file is scanned or image-based and make corresponding suggestions to initiate OCR when opening a scanned or image-based PDF. You can also run OCR anytime to recognize the image-based text in a PDF.

To recognize image-based or scanned text in a PDF file, perform the following steps:

1. Click **Convert > Recognize Text > Current File**.
2. In the Recognize Text dialog box, specify the page range you need.
3. Choose the language used in your document. You can select multiple languages as well.
4. In the output type, select **Searchable Image Text** or **Searchable Image Text (original image)** to make the image text selectable and searchable, or select **Editable Text** to enable the image text to be edited with Foxit PDF Editor. With **Searchable Image Text** or **Editable Text** selected, you can set a DPI value for the

output in the **Downsample To** item to compress images in the document and reduce the file size during the OCR process.

- **Searchable Text Image/Searchable Image Text (original image):** During the OCR process, Foxit PDF Editor analyzes the image text and substitutes words/characters that closely approximates the image text. The substitute words/characters will be placed on an invisible layer of text in the PDF, which makes the image text selectable and searchable. If the substitution is uncertain, the text will be marked as OCR suspects which need to be corrected manually.
  - **Editable Text:** During the OCR process, Foxit PDF Editor compares the shape of the image text to the approximate fonts installed on your system, and turns the image text into editable text.
5. (Optional) If you select **Editable Text** in Step 4, the **Recognize the line segments as path objects in the PDF** option is available. If the image text in your document contains tables, selecting this option helps better recognize the line segments, but it may take longer to complete recognition.
  6. Click **OK**. A recognition text process bar will pop up to show the progress. You can download the OCR'd file after the recognition completes.
  7. Do the search function in the OCR'd file, the text on your image or scanned document will be searchable or editable.

Foxit PDF Editor Cloud provides the **Quick Recognition** command under **Home/Convert** tab to recognize all pages of a scanned or image-based PDF with default settings (or the settings you specified in the Recognize Text dialog box last time when you use the **Recognize Text** command) by one-click.

To recognize text in multiple files:

1. Click **Convert > Recognize Text > Multiple Files**.
2. In the **Recognize Text** dialog box, click **Add Files** to add files. Use **Move up**, **Move down**, and **Remove** to adjust the order of the files.
3. Click **Output Options....** In the **Output Options** dialog box, choose how to name the new file and then click **OK**.
4. Click **OK**.

## PDF versions

When creating or optimizing PDFs, you can choose which PDF version to use by selecting a compatibility option (a version from 1.3 to 1.7). The latest version includes all the newest features and functionality. Generally, it's recommended to use the most



recent version (in this case 1.7) unless you are required to use a backward compatibility. Your choice does not affect the functionality in the generated PDFs if they are processed in Foxit PDF Editor Cloud, which is designed based on version 1.7 and supports all the functionality of each version. If processed in non-Foxit PDF applications, the generated PDFs may have differences in some of the PDF functionality when you choose different versions. For the details about the differences, see Help or related documentation for the corresponding application.


# Chapter 5 – Edit


Foxit PDF Editor Cloud provides not only general editing features to create bookmarks, add links, attach files, add images, play and insert multimedia files on PDF files, but also advanced editing features to select, insert, modify, remove and rotate texts, images, graphics and shadings. You can go to the **Edit** tab directly to use different editing features to easily and efficiently change contents in any existing PDF files.

## Undo and Redo


When making quick adjustments to your document, you may want to undo or redo the most recent action performed. You can undo and redo up to 10,000 actions in Foxit PDF Editor.

### Undo your last action

- Click **Undo**  on the Quick Access toolbar of the Foxit PDF Editor Cloud window.
- Press **Ctrl + Z**.

**Note:** Some actions can't be undone, such as clicking any command on the File tab. If you can't undo an action, the **Undo** command will be grayed out .

### Redo actions

- Click **Redo**  on the Quick Access toolbar of the Foxit PDF Editor Cloud window.
- Press **Shift + Ctrl + Z**.

## Links

This function helps you to lead the readers to related articles, references, or the intended web page.

You can also add links in PDF files with Foxit PDF Editor Cloud. There are three commands of links for you: **Link**, **Web Links**, and **Bookmark** in Foxit PDF Editor Cloud.

## Link

### Add a link

The Link command enables you to add a link with the shape of rectangle on the PDFs. To add a rectangle link, please do the following:

1. Choose **Edit > Link**.
2. Position the cursor on the place you want to add the link, hold and drag your mouse button to draw a rectangle. (**Tip:** In a tagged PDF, you can create a link directly from selected text by right-clicking the selected text and choosing **Create Link...** from the context menu, with the link tag automatically created at the same time.)
3. Pops up the **Create Link** dialog box. Specify the appearance and destination of the link.

- **Appearance**

- A. Thickness – the thickness of the four sides of the rectangle. The higher of the value, the thicker of the sides. You can choose the thickness from 0-12, while the default is 1.
- B. Border Style – the style of the rectangle's border. There are three types of the border styles:
  - Solid:** the border is solid, but not hollowed out.
  - Dashed:** the border is drawn as a dashed line.
  - Underline:** the sides are visible except the underline.



**Solid Style**



**Dashed Style**



**Underline Style**

*Three types of border style*

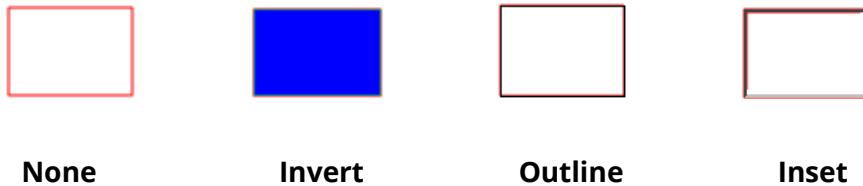
- C. Highlight - the effect when you click the rectangle link. There are four types of the highlighting effects:

**None:** doesn't change the appearance of the link.

**Invert:** changes the link's color to its opposite.

**Outline:** changes the link's outline color to its opposite.

**Inset:** creates the appearance of an embossed rectangle.



#### *Four types of highlight*

- D. Color - the border color of the rectangle. Click the color button to choose any colors you like, or you may choose Other Color to add a customized color. The default color is red.

- **Destination**

The destination refers to any point or location, for example, a web page or a position the link goes to. Choose an option from the Select Actions drop-down menu:

A. Go to a page view – designate the link to a specific page view. To go to a page view, choose this option, scroll the current document (or type a page number in the target box), and go to a position where you want to set. Also, you may change the current zoom setting and then set the position.

B. Open a web link – designate the link to open a web page. Choose this option and enter the URL of the destination web page.

4. Click **OK**.

### **Move or resize a link**

You can move and resize the link after you create it.

- Choose the Select Annotation command and click on the desired link.
- Then do one of the following:
  - A. To move the link, drag it to the desired area.
  - B. To resize the link, drag any corner point to adjust.

### **Delete a link**

1. Select the Select Annotation command

2. Select the link you want to delete.
3. Press the **Delete** key.

## **Web Links**

Foxit PDF Editor Cloud allows users to check URLs in the PDF document automatically and add link annotations directly to the related URLs.

### **Create web links from URLs**

To create web links, please do as following:

1. Click **Edit > Web Links > Create links from URLs**.
2. In the pop-up **Create web links** dialog box, choose **Current Page** or **All Pages** to create links from all URL in the current page or all pages in the document, or choose **From ...To** and enter a page range to create links on selected pages. Click **OK**.
3. A message box will pop up to prompt you how many web links were added to the document.

### **Remove all web links**

To remove all web links, choose **Edit > Web Links > Remove all links**.

### **Append all web links on the current page**

You can download all web links on the current page and convert the linked web pages to PDF pages that will be appended to the end of the current PDF. This feature is helpful when some of the content in the linked web pages is not accessible for visually impaired users.

To append all web links on the current page, choose **Edit > Web Links > Append All Web Links on Current Page**. The converted pages are appended to the end of the current PDF. By default, only one level of the linked websites is converted to PDF pages with bookmarks created. The created bookmarks are named with the domain names of the web pages. If the web pages share the same domain name, sub-bookmarks will be created and named with the page titles. Please note that after conversion the downloaded links in the document will change to internal links that will jump to the converted pages in the document when you click them.

## **View all web links on a page**

You can not only view all web links on a page, but also download selected links to convert the linked web pages with custom settings to PDFs that will be appended to the end of the current PDF.

1. Choose **Edit > Web Links > View Web Links**. In the pop-up dialog box, you can view all web links in the current page.
2. Choose a link and click **Properties...** to customize conversion settings. See also [Create a PDF from Web Page](#).
3. (Optional) click **Select All** to select all web links in the dialog box, or click **Clear All** to unselect them.
4. Select the links you want to download, and click **Download**. Then a progress dialog box pops up.
5. After the downloading completes, you can see the linked web pages are successfully converted and appended to the end of the current document. Please note that after conversion the downloaded links in the document will change to internal links that will jump to the converted pages in the document when you click them.

## **Bookmarks**


Please refer to [Bookmarks](#).

## **Bookmarks**

Bookmarks are navigational tools that make your PDF files easier to read. They are usually generated automatically during the PDF creation.




Bookmarks are useful for users to mark a place in a PDF file so users can return to it with ease. Or you may like to have your own bookmark structure and new bookmark names. With Foxit PDF Editor Cloud, you can easily nest, edit, or delete bookmarks in a PDF file if the security settings allow.

## **Add a bookmark**

1. Choose **View > View Setting > Navigation Panels > Bookmarks** or click the Bookmarks icon  on the navigation panel to open the **Bookmarks** panel.
2. Go to the page where you want the bookmark to link to. Or select the text that you

## **Chapter 5: Edit**

want to add to a bookmark in the document pane.

3. Adjust the view settings, if necessary.
4. Select the bookmark (if any) after which you want to place the new bookmark. If you don't select a bookmark, the new bookmark is automatically added at the end of the bookmark list.
5. Do any of the following:
  - (For selected text only) Click the Bookmarks icon  on the toolbar floating above the selected text. Or right-click the selected text and choose **Bookmark**.
  - Click **Edit > Bookmark**.
  - Click the **New Bookmark** icon  at the top of the **Bookmarks** panel.
  - Right-click the selected bookmark, and choose **Add Bookmark**.
  - Click the **Options** menu  at the top of the Bookmarks panel, and choose **Add Bookmark**.
  - Press the shortcut key **Ctrl + B**.
6. Type or edit the name of the new bookmark, and press **Enter**.

## **Add tagged bookmarks**

If your document is a tagged PDF document, you can add bookmarks from the structural information of the document elements (such as headings and paragraphs), which will help you easily navigate and work on the document. You can create a tagged PDF from a document that can be structured in its authoring application (such as Microsoft Word).

To add tagged bookmarks, do as the following:

1. Go to the **Bookmarks** panel in the navigation pane.
2. Click the **Options** menu and choose **New Bookmarks from Structure....** If your document is not a tagged PDF, the option is greyed out and not available.
3. In the pop-up dialog box, select the structure element you want to create tagged bookmarks from. To select multiple elements, Ctrl-click or Shift-click the elements you need; to select all elements, click the **Select All** button in the dialog box. To unselect all the elements you selected, click **Clear All**.
4. Click **OK**. Then the tagged bookmarks are created and nested under a new bookmark named "Untitled" by default.

## Edit a bookmark


In Foxit PDF Editor Cloud, you are able to rename a bookmark, reset a bookmark's destination, or customize the text appearance of a bookmark with ease if the security settings allow.

### ✧ To rename a bookmark



Right-click the bookmark you want to rename in the Bookmarks panel > Rename> type the new bookmark name. Or you double click the bookmark you want to rename and then type the new name.

### ✧ To change a bookmark's destination

You can change a bookmark's destination by doing either of the following:

- In the document pane, move to the location you want to specify as the new destination. Adjust the view magnification as needed. Right-click the bookmark, choose **Set Destination**, and select **Yes** in the pop-up dialog box. If you do not want to see the dialog box the next time you reset a bookmark's destination, select the **Don't show again** option in the dialog box.
- Change a bookmark's destination via the Properties dialog box:
  - 1) Right-click the bookmark in the **Bookmarks** panel and choose **Properties**. Or, select the bookmark, click the **Options** menu  at the top of the Bookmarks panel, and select **Properties**.
  - 2) Choose the **Actions** tab in the pop-up Bookmark Properties dialog box. Under **Actions**, you can see the current trigger and action for the bookmark. Select the action **Go to a page view** and then click the **Edit** button.
  - 3) Enter the page number in the Target box, set the page view of the new destination as needed, and click **OK**.
  - 4) Click **Close** in the Bookmark Properties dialog box.

### ✧ To customize the text appearance of a bookmark

1. In the **Bookmarks** panel, click on a bookmark to select one bookmark.
2. At the top of the **Bookmarks** panel, click the  or  button to enlarge or reduce the text size of all the bookmarks.
3. Right-click the selected bookmark and choose **Properties**.
4. In the Bookmark Properties dialog box, click the Appearance tab, and select



## **Chapter 5: Edit**


the font style and color for the text.

**Note:** After defining a bookmark's appearance, you can set it as bookmarks' default property by right-clicking the bookmark and then selecting the option of **Use Current Appearance as New Default**.

### ✧ **To add an action to a bookmark**

1. Right-click a bookmark, and choose **Properties**.
2. In the Bookmark Properties dialog box, click **Actions**.
3. Choose an action from the Select Action menu and click **Add**, and then refer to the section of ["Actions tab for the button properties"](#).

### ✧ **To delete a bookmark, please do one of the following:**

1. Select the bookmark you want to delete and click the **Delete** button  at the top of the Bookmarks panel.
2. Right-click the bookmark you want to delete and choose **Delete**.

**Note:** Deleting a bookmark deletes all the bookmarks that are subordinate to it.

## **Move a bookmark**

Select the bookmark (named "Bookmark A") you want to move, and then do one of the following:

- Hold the mouse button down and then drag "Bookmark A" directly to the desired place. A dashed line shows the place where the bookmark will be located.
- Right-click "Bookmark A" > choose the **Cut** option > right-click the bookmark (named "Bookmark B") under which you want to place "Bookmark A" > choose "Paste after Selected Bookmark" ("Bookmark B" will be in the same hierarchy with "Bookmark A") or choose "Paste under Selected Bookmark" to put "Bookmark A" under the "Bookmark B" ("Bookmark B" will be the parent bookmark).

**Note:** The bookmark links to its original destination in the document although it is moved.


## **Organize a bookmark hierarchy**

A bookmark hierarchy is an outline or stratified structure that places some bookmarks within others. In Foxit PDF Editor Cloud, multilevel bookmark hierarchy can be defined by properly dragging the bookmark icon in the Bookmark panel.

To nest a bookmark or move a bookmark out of nested position, please refer to [Move a bookmark](#).

#### ✧ To expand or collapse a bookmark

In a bookmark hierarchy, to expand a bookmark (a parent bookmark with child bookmarks) and show the child bookmarks, directly click the plus sign (+) next to the parent bookmark. Click the minus sign (-) to collapse the parent bookmark and hide its child bookmarks. To collapse all bookmarks, right-click any bookmark in the

Bookmarks panel (or click the **Options** menu  at the top of the **Bookmarks** panel) and choose **Expand/ Collapse All Bookmarks**. When no bookmarks are expanded in the **Bookmarks** panel, you can right-click any bookmark (or click the **Options** menu at the top of the Bookmarks panel) and choose **Expand/ Collapse All Bookmarks** to expand all bookmarks.

## Page thumbnails

Page thumbnails, which are miniature portraits of pages in a document, are displayed in the **Pages** panel in the Navigation pane. Clicking on a page thumbnail takes you to the corresponding page in the document. Page thumbnails are useful for performing whole-page operations such as reorganizing PDF pages. For more information, please refer to [Chapter 6 – Organize](#).

You can also resize, embed, and unembed thumbnails.

### Resize page thumbnails

You can click the **Pages** panel in the Navigation pane to view the page thumbnails. To resize a page thumbnail, right-click any thumbnail and choose **Enlarge Page Thumbnails** or **Reduce Page Thumbnails**.

**Note:** Page thumbnails revert to their default size if you close and reopen the PDF document.

### Embed page thumbnails

By default, in an opened PDF document, you can see the page thumbnail in the **Pages** panel in the Navigation pane. These page thumbnails are created on-the-fly whenever you open the Pages panel. For large documents, generating the page thumbnails can take several seconds.

Embedding page thumbnails into the document makes them appear faster, but increases the file size. Page thumbnails are not embedded by default. To embed page thumbnails, do as the following:

1. Right-click any thumbnail and choose **Embed All Page Thumbnails**.
2. Click **OK** in the pop-up message box.
3. Save the file.

## **Remove embedded page thumbnails**

You can remove the embedded page thumbnails from the document, which reduces the file size of the document.

1. Right-click any thumbnail and choose **Remove Embedded Page Thumbnails**.
2. Click **OK** in the pop-up message box.
3. Save the file.

## **Destinations**

When creating a link in a PDF, you can link to a specified destination in the document. With Foxit PDF Editor Cloud, you can create and manage destinations in the **Destinations** panel in the navigation pane.

### **Create a destination**

1. Navigate to the location in the document you want to set as the destination.
2. In the **Destinations** panel, click the **Create new destination** icon or choose the **New Destination** command from the **Options** menu. Name the destination.
3. Save the document.

### **Manage destinations**

You can sort, change, and delete destinations in the **Destinations** panel.

#### **Sort destinations**

To sort destinations, choose **Sort by Name** or **Sort by Page** from the **Options** menu in the **Destinations** panel.

## Change destinations

To navigate to the location of a destination in the document, double-click the destination in the **Destinations** panel, or right-click the destination and choose **Go To Destination**. You can change the target location and the name of a destination by doing the following:


- To change the target location of a destination in the document, navigate to the desired location, right-click the destination in the **Destinations** panel, and choose **Set Destination**.
- To rename a destination, select the destination in the **Destinations** panel, click on the name of destination and type a new name. Or right-click the destination in the **Destinations** panel and choose **Rename**.

## Delete destinations



To delete a destination, right-click a destination in the **Destinations** panel and choose **Delete**. Or choose the destination and press **Delete** on the keyboard.



## File Attachments

You can attach PDF files and other types of files to a PDF. There are two options for you to add an attachment: attaching a file as a comment and attaching a file to the entire PDF. An attached file as a comment will appear in the page with the File

Attachment icon  by default, while the attached file to the PDF file acts invisible and only can be seen when you click the Attachment panel in the navigation pane.



### Add a file as a comment


1. Choose the **File** command in the **Comment** tab.
2. Position the pointer to the place where you want to attach a file as a comment > click the selected position.
3. In the **Open** dialog box, select the file you want to attach, and click **Open**.  
**Note:** If you try to attach certain file formats (such as EXE), Foxit PDF Editor will provide you with a warning that your attachment will be denied due to your security settings.
4. The File Attachment Icon  appears at the place you designated in the PDF file.
5. (Optional) When you click the icon , you will find a toolbar floating around the

- comment, which allows you to change the color of the icon quickly. Or you can change the appearance of the icon in the **Format** tab that appears in the right panel when you select a comment or are making a comment.
6. (Optional) Add a text message to the file attachment comment. To do this, click the icon , select the **Edit note** icon  on the floating toolbar to open the pop-up note on the document pane, and then type a text message.
  7. (Optional) You can move the file attachment icon. Select the Hand command or the Select Annotation command, click and drag the File Attachment Icon to move it to another place you like.






You are able to work on an attachment comment just like an ordinary comment, including setting status, marking with checkmarks, opening pop-up notes and adding some descriptions, replying to the comment, and changing the icon's appearance. For all the operations, please refer to ["Chapter 7 – Comment"](#).

## Add a file to the entire PDF as an attachment


1. Click the attachment button  on the navigation pane and click **Add** button  in the **Attachments** panel, or choose **Edit > File Attachment**.
2. In the **File Attachment** dialog box, click the **Add Files...** button. Navigate through your local disk to select local files, and click **Open**.
3. Click **OK** after adding the desired files.
4. The added document will be displayed in the attachment panel.



**Tip:** Save the document after adding file attachments, and a red dot appears on the icon of the attachment panel  in the navigation pane.

## Work on an attachment

You can save, edit descriptions, delete and do settings to the attachments. Click the attachment button  on the navigation pane to open the **Attachments** panel > select the desired attachment(s) > click the Save button  /Add button  /Edit Description button  / Delete button .

## Delete an attachment comment

To delete an attachment, select the attachment and click the Delete button  in the **Attachments** panel. For an attachment as a comment, you can also delete it in one of the following ways:

- Select the **Hand** command, **Select Annotation** command, or the corresponding commenting tool > click the file attachment icon  > press the **Delete** key.
- Select the **Hand** command, **Select Annotation** command, or the corresponding commenting tool > right-click the file attachment icon > choose **Delete** from the context menu.
- Choose **Delete** from the **Options** menu (the vertical three-dot icon  in the upper right corner of the pop-up note of the comment).

## Images

You can specify a rectangle on any part of a PDF page and then insert an image into that rectangle. This feature is helpful when you want to explain or show something more dynamically.

### Add an image

You can add an image to a PDF with the Image Annotation command. After you insert a new image, you can adjust its size and position, change the appearance and other settings, etc.

To add an image, do the following:

1. Choose **Edit > Image Annotation**.
2. Drag a rectangle on the page to define the canvas area for the image.
3. In the Add Image dialog box, click the **Browse** button to select the image that you want to insert and click the **Open** button.

## Move and resize an image

To move an image, please do the following:

1. Select the Select Annotation command.
2. Click and drag the image to another place you like.

To resize an image, please do the following:

1. Select the Select Annotation command and then click the image.
2. Place the cursor on any corner point. The cursor changes into the cursor showing the direction at which the rectangle will be resized.



***To resize the image***

3. Drag the cursor outside, it will increase the size of the rectangle proportionally. Drag the cursor inside and it will decrease the size of the rectangle proportionally.

## Set properties of an image

1. Right-click the image with the Select Annotation command and select **Properties....**
2. In the Appearance tab, adjust the image's border settings, including its thickness, style, color, and opacity, and do any of the following:
  - ✧ Locked – When selected, prevents any further changes to any image properties.
  - ✧ Close – Applies and saves the current properties, and closes the image properties dialog box.
3. For the Actions tab, please refer to [“Actions tab for the button properties”](#).

## Delete an image

1. Select the Select Annotation command and then click the image.
2. Press **Delete** or right-click the image > **Delete**.

## Arrange images

To select multiple images, do as the following:

1. Select the Select Annotation command.
2. Press and hold Shift or Ctrl and click the images you want to edit.

## Align images

- Select two or more images that you want to align. (**Tip:** When you right-click or Ctrl-click one of the selected images, it will be the anchor image.)
- Select a type of alignment from the toolbar floating around the selected images, or right-click the anchor image and choose **Align**. Then choose a type of alignment.
  - A. To align a column of images, choose Left, Right, or Vertically to align them respectively to the left edge, right edge, or vertical axis of the anchor image.
  - B. To align a row of images, choose Top, Bottom, or Horizontally to align them respectively to the top edge, bottom edge, or horizontal axis of the anchor image.

**Note:** The alignment commands move the other selected images to line up with the edges of the anchor image.

## Center images

This function enables you to center the selected images as a whole vertically, horizontally, or both. To center the selected images, select a type of centering from the toolbar floating around the selected images, or right-click the anchor image > **Center** > choose a type of centering.

## Distribute images

This function will be available when selecting three or more images.

- To distribute the images evenly between the topmost and bottommost images, choose **Vertically** from the **Distribute** group or from the toolbar floating around the selected images, or right-click the anchor image > **Distribute** > **Vertically**.
- To distribute the images evenly between the leftmost and rightmost images, choose **Horizontally** from the **Distribute** group or from the toolbar floating around the selected images, or right-click the anchor image > **Distribute** >



Horizontally.

## Resize multiple images

You can adjust multiple images with the same height, width, or both. Select one of the images as the anchor, and the rest of the images will be resized with the same height or width as that of the anchor image. To resize the selected images, right-click the anchor image > **Size** > choose **Height/Width/Both**.

## Setting properties of multiple images

- Select multiple images > right-click one of them > **Properties...**
- A dialog pops up with an Appearance tab. Follow the steps specified in ["Setting properties of an image"](#).

## PDF Optimizer

With **PDF optimizer**, users can update the PDF version and reduce file size by compressing contents, unembedding fonts, and clearing out the data redundancy of PDF objects. Users can optimize PDFs with custom advanced settings, or reduce file size quickly with the default settings.

## Reduce file size with default settings

You can use the **Reduce File Size** command to quickly optimize documents with the default settings, which are suitable for a wide range of documents. With this command, you can also reduce file size for multiple files at the same time. To reduce file size with default settings, do as the following:

1. Choose **File** > **PDF Optimizer** > **Reduce File Size**.
2. A dialog box pops up. For **PDF Version Compatibility**, choose **Retain existing** to keep the current PDF version, or choose a desired PDF version from the drop-down menu. Then click **OK**.

## Advanced optimization

With the **Advanced Optimization** command, you can select professional settings to achieve advanced PDF optimization. To optimize PDF with advanced settings, please do as the following:

1. Choose **File > PDF Optimizer > Advanced Optimization**.
2. The PDF Optimizer dialogue box pops up.
3. Click **Audit space usage** to see the space usage of the current PDF file and then you can decide which items are needed to be optimized.
4. In **Make compatible with**, select a PDF version to save the current file under. See also [PDF Versions](#). The settings available in the following steps vary from different PDF versions.
5. Select the check box next to an item on the left and do the corresponding settings as needed on the right. If you deselect the check box for an item, all the settings associated with the item will not be applied. For the detailed options in each item, please refer to [Advanced optimization options](#).
6. Click **OK** and save the optimized PDF file.

## **Advanced optimization options**

There are five panels where you select advanced options for PDF optimization: Compress Images, Unembed Fonts, Discard Objects, Discard User Data, and Clean Up.

### ✧ **The Compress Images panel**

In the **Compress Images** panel, you can select options to specify downsampling and compression for color, grayscale, and monochrome images.

**Downsample:** Select a downsampling method, and set the appropriate image resolution values. For images with higher resolution than the **For Images Above** value you input, reduce the image resolutions to the specified resolution by merging pixels in a sample area of the image to make one larger pixel.

- ◆ **Off** – Turn off downsampling.
- ◆ **Average Downsampling** - Average the pixels in a sample area and then substitute the entire area with the average pixel color at the resolution you specified.
- ◆ **Subsampling** - Select a pixel from a sample area and then substitute an entire area with the selected pixel at the specified resolution. This method reduces conversion time as compared with downsampling, but the generated images are less smooth and continuous.
- ◆ **Bicubic Downsampling** - Use a weighted average, instead of a simple average (as in Average Downsampling) to decide pixel color. This method increases conversion time but produces the smoothest tonal gradations.

**Compression:** Reduces file size by removing unnecessary pixel data. You can specify

**Chapter 5: Edit**

a compression standard to process images. Generally, apply ZIP, JPEG, or JPEG 2000 compression to color/grayscale images, and ZIP, JBIG2, CCITT Group 3 or 4, or Run Length compression to Monochrome images. You can make your choices by following these rules:

- JPEG and JPEG 2000 compression give better results on images like photographs with gradual transitions from color to color. JPEG 2000 produces a higher quality final image, even when using lossy compression.
- Because JPEG compression eliminates data, it can achieve much smaller file sizes than ZIP compression.
- ZIP is the better choice for illustrations with large areas of single colors or repeating patterns, and for monochrome images that contain repeating patterns.
- CCITT (Consultative Committee on International Telegraphy and Telephony) compression is available only for monochrome bitmap images. CCITT Group 4 is a general-purpose method that produces good compression for most monochrome images. CCITT Group 3, used by most fax machines, compresses monochrome images one row at a time.
- JBIG2 (Lossless)/ JBIG2 (Lossy) is appropriate for bi-level or monochrome images which is suitable for lossless or lossy compression. For monochrome images, JBIG2 compression is superior to CCITT.
- Run Length produces the best results for images that contain large areas of solid white or black.
- High Compression applies to almost all images. If you intend for small-size images and don't care about the quality, High Compression can produce smaller images than other compression methods do. (Available in Foxit PDF Editor *Pro* Only)

**Tile Size:** Divides the image being compressed into tiles of the specified size. (If the image height or width is not an even multiple of the tile size, partial tiles are used on the edges.) Image data for each tile is individually compressed and can be individually decompressed. The default value of 256 is recommended. This option is available only for JPEG 2000 format.

**Quality:** Available only for JPEG compression, JPEG 2000 compression, High Compression, and JBIG2 compression. You can apply JPEG compression, JPEG 2000 compression, or High Compression to color and grayscale images at various levels (Minimum, Low, Medium, High, Maximum). JPEG and JPEG 2000 compression methods are typically lossy, which permanently remove some pixel data and may reduce image quality. JPEG 2000 compression also offers lossless compression which means no pixel data is removed. Compression for monochrome images is lossless, except for JBIG2 compression and High Compression.

**Optimize images only if there is a reduction in size:** With the option selected,

images will not be optimized if there are no reductions in file size from the image setting.

#### ✧ **The Unembed Fonts panel**

Embedding all fonts allows anyone who opens your file to see the document as you intended it to be seen. Without embedding fonts, the PDF viewer will substitute a font with a close match or a default font which is available on the computer, and the display results may be not exactly what you intended. If you don't mind the difference and prefer a smaller file, you can unembed fonts.

This panel contains two lists for fonts: fonts that are available for unembedding, and fonts to unembed. To unembed fonts in a document, do as the following:

1. Select the checkbox for the panel first.
2. Select one or more fonts you want to unembed in the **Embedded fonts** list, and click the **Unembed>>** button to add the fonts to the **Fonts to unembed** list. If you want to only embed the characters (a subset of a font) used in the document, select the **Subset all embedded fonts** option.
3. (Optional) To remove the added fonts from the **Fonts to unembed** list, select the font and click the **<<Retain** button. If you don't want to unembed any font in the document, select **Do not unembed any font**.

#### ✧ **The Discard Objects panel**

The **Discard Objects** panel lists options that allow you to remove objects from the PDF.

**Discard all form submission, import and reset actions:** Disables all actions related to submitting/importing form data and resetting form fields. This option retains form objects to which actions are linked.

**Flatten form fields:** After flattening, all form fields can no longer be filled or modified. Only the items that are visible with the **Hand** command selected remain and change into shape objects.

**Discard all JavaScript actions:** Removes all actions in the PDF that use JavaScript. This option is selected by default.

**Discard all alternate images:** For an image that includes multiple versions, removes all versions except the one used for on-screen viewing. Different versions may be used for different purposes, such as low-resolution on-screen viewing and high-resolution printing.

**Discard embedded page thumbnails:** Removes page thumbnails embedded in the document. See also [Embed page thumbnails](#).

**Discard document tags:** Removes all tags from the document, which will have an impact on the document accessibility.

**Detect and merge image fragment:** Detects image fragments in the document, and merge the adjacent image fragments with the same image properties into an image object if the number of fragments is more than 25.

**Discard embedded print settings:** Removes print settings embedded in the PDF, such as page scaling and duplex mode.

**Discard embedded search index:** Removes the search indexes embedded in the document.

**Discard bookmarks:** Removes all bookmarks from the document.

#### ✧ **The Discard User Data panel**

This panel allows you to specify whether to remove personal information including comments, attachments, layers, and document metadata.

**Discard all comments, forms and multimedia:** Removes all comments, forms, form fields, and multimedia from the document.

**Discard external cross references:** Removes links to other documents, not including the links that go to pages within the PDF.

**Discard document information and metadata:** Removes data in the document information dictionary and all metadata streams, such as the information in the **File > Properties > Description**.

**Discard file attachments:** Removes all file attachments, including the attachments that are added to the PDF as comments.

**Discard private data of other applications:** Removes the information in PDF documents that is related only to the application that created the PDF documents.

**Discard hidden layer content and flatten visible layers:** Remove all layers' information. All layers in the **Layers** panel will be removed.

### ✧ **The Clean Up panel**

Use the **Clean Up** panel to remove useless items (obsolete or unnecessary elements) from the document. Removing certain elements can seriously affect the functionality of the PDF. By default, only elements that do not affect document functionality are selected.

**Use Flate to encode streams that are not encoded:** Applies the Flate compression to all streams that aren't encoded in the document.

**In streams that use LZW encoding, use Flate instead:** Applies the Flate compression to all content streams and images that use LZW encoding in the document.

**Remove invalid bookmarks:** Removes invalid bookmarks that go to the pages that have been deleted in the document.

**Remove invalid links:** Removes links that jump to the destinations that no longer exist.

**Discard unreferenced named destinations:** Discards named destinations that are not being referenced internally from within the document.

**Optimize the PDF for fast web view:** Restructures the document for page-at-a-time downloading from web servers, which allows users to open and view the PDF even before the whole file is downloaded.

## **Optimize Scanned PDF**

Foxit PDF Editor supports the size optimization of scanned PDFs during PDF creation from a scanner or by choosing **File > PDF Optimizer > Optimize Scanned PDF** in an existing scanned or image-based PDF.

1. Open the PDF you want to optimize in Foxit PDF Editor Cloud, and choose **File > PDF Optimizer > Optimize Scanned PDF**.
2. In the pop-up dialog box, do the following settings as needed and click **OK**.
 

**Page Range:** Specifies the page range you want to optimize.

**Optimize Options:**

  - **Color/Gray settings:** when scanning color or gray pages, select **JPEG**, **JPEG2000(Lossless)** or **JPEG2000(Lossy)** to apply JPEG compression to the entire gray or RGB input page. Select **High-Compression** to apply image compression in high-quality with small size (**Available in Foxit PDF Editor Pro**

**Only).**

- **Low/High Quality:** drags the slider to set the balance point between file size and quality.
  - **Monochrome:** when scanning black-and-white or monotone images, select one of the following:
    - ✧ **JBIG 2(Lossless)/ JBIG2(Lossy):** apply an image compression standard for bi-level images which is suitable for lossless or lossy compression.
    - ✧ **CCITT Group 4:** applies CCITT Group 4 compression to black-and-white input page images.
    - ✧ **High-Compression:** applies to high-quality with small size compression.
- (Available in Foxit PDF Editor Pro Only)**

**Make Searchable(run OCR):** checks this item and clicks **Options** to run OCR in scanned PDFs. See also "[Recognize Text](#)".

## Work with Video & Audio

Foxit PDF Editor Cloud not only supports playing videos and audios in PDFs, but also allows users to add multimedia files to a PDF.

### Play a Movie or a Sound Clip

Some PDF files may be multifaceted with multimedia, including sound, music, and video clips. Each movie and sound file usually includes a play area from which the media can be activated. The play area typically appears on the PDF page as an image or a blank rectangle, but can also be invisible. To play the media files, please make sure you have the necessary media player installed on your computer.

To play a movie or a sound, please do the following:

- Select the Hand command, and click the play area of the movie or sound file.


### Adding a movie or a sound clip

Adding movies or sounds to PDFs is as easy as inserting an image. "Movies" are desktop video files with formats such as AVI, QuickTime, and MPEG, and file extensions such as .m4v, .mp4, and .mov. "Sounds" are like .wav and .mp3 files.

**Note:** If an alert message tells you that no media handler is available, you must install the appropriate player before you can add clips to the PDF. For example, you must install RealPlayer if you want to embed an RMVB file in a PDF.

### Adding movies or sounds

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1. Choose **Edit > Video & Audio**.
2. Press and hold mouse button down, drag to select an area on the page where you want the movie or sound to appear. For movies, the play area is the exact size of the movie frame.
3. In the pop-up Add Video & Audio dialog box, you will see some options listed below:
  - File: click **Choose file** to select the multimedia file you want to insert.
  - Recorder: click the  icon to record sound with your installed microphone.
  - Poster File: add a poster by clicking **Choose file** to display an image in the play area when the movie isn't playing.

### **Edit the play area**

To move, resize, align, center or distribute a multiple clip, please refer to ["Images"](#).

### **Set Video & Audio properties**

In Foxit PDF Editor Cloud, you can specify properties for the multimedia files you added, such as the appearance of a movie's play area, whether the movie plays once or continuously, create alternate renditions, etc.

To set video & audio properties, please do the following:

1. Select the Select Annotation command.
2. Right-click the play area > **Properties**.
3. For the Appearance tab, please refer to ["Setting properties of an image"](#).

**Note:** If you select *Locked* on any tab, it will lock all options for this multimedia file, but not just the options on that tab.


4. Actions tab for the Video & Audio properties

Please refer to ["Actions tab for the button properties"](#).

## **Search and Replace Text**

The **Search & Replace** function allows you to quickly update text that occurs multiple times in the document. Foxit PDF Editor Cloud allows you to search for specific text and replace it with your new text.



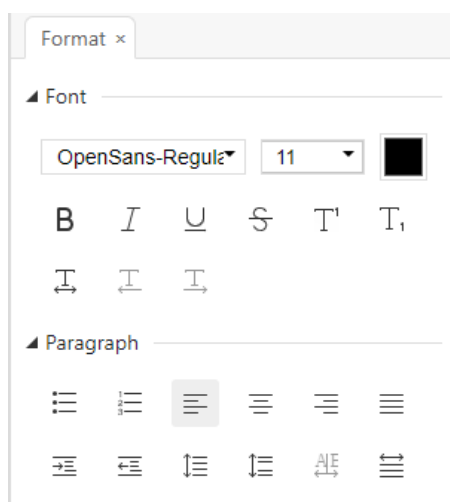
1. Click the **Search features**  icon in the upper right corner of the Foxit PDF Editor Cloud window and choose **Search & Replace**.
2. A window appears in the top-right corner of the application window.
3. Type the text that you want to find and replace in the **Find** box, and the replacement text in the **Replace With** box. Only text objects in the document will be found, not including text in a bookmark, a comment, or form data.
4. (Optional) You can specify settings for the search by clicking the cog icon in the **Find** box and selecting the following options:
  - **Whole Words Only:** When selected, only instances that match the complete words specified in the **Find** box will be found.
  - **Case Sensitive:** When selected, only instances that match the capitalization of the string specified in the **Find** box will be found.
5. Click **Replace** (or **Replace Next**) to replace next occurrence of your specified text with the replacement text, or click **Replace All** to replace all instances of the search text in the document with the replacement text.

## Paragraph Editing

With the **Edit Text** command, you can edit texts in a paragraph like Microsoft Office Word as well as changing their font, font size and color.

To edit texts in a paragraph, please do the following:

- Select **Edit > Edit Text**. (*Tip: You can also right-click the selected text with the **Select Text and Image** command and choose **Edit Text** to start editing text in the paragraph quickly.*)
- Click on the desired paragraph to start editing. And you can set the text formatting in the **Format** tab that appears in the right panel. (Refer to the tables below for the instructions about the Text Style buttons. More editing features please refer to [Edit Objects](#).) Foxit PDF Editor Cloud will automatically change a line when the text comes to the margin of it. You can also start a new line by pressing **Enter**. See also the tutorial on [Edit PDF](#).



The Text Style buttons in the Format tab

Button	Name	Description
<b>B</b>	Bold	Text with bold formatting has thicker strokes than its ordinary form.
<i>I</i>	Italic	Text with italic formatting leans to the right.
<u>U</u>	Underline	Draw a line under the text.
<del>S</del>	Strikethrough	Draw a line to cross out text, making others know the text is deleted.
T'	Superscript	Decrease the font size proportionally and raise the baseline, like the registered trademark symbol ®.
T <sub>1</sub>	Subscript	Decrease the font size proportionally and lower the baseline, like a footnote.
	Font Color	Simply click on the font color button to apply the color shown to the text, or click on the drop-down menu to select a color for the text.
	Character Spacing	Set the space between each individual character that you type.
	Writing Direction	Set the writing direction (left-to-right or right-to-left) in which you type text.

Button	Name	Description
	Bullets	Create a bulleted list for paragraphs. Click on the drop-down menu to choose a bullet style.
	Numbering	Create a numbered list for paragraphs. Click on the drop-down menu to choose a number style.

	Align Left	Align the left edge of the paragraph to the left margin.
	Center	Center each line of the paragraph with even space on both sides.
	Align Right	Align the right edge of the paragraph to the right margin.
	Justify	Align both sides of the paragraph with both margins.
	Increase Indent	Move the paragraph farther away from the left margin.
	Decrease Indent	Move the paragraph closer to the left margin.
	Line Spacing	Set the space between each line in a paragraph.
	Paragraph Spacing	Set the space between two paragraphs.
	Word Spacing	Set the space between each word.
	Character Scale	Set the width of each character.

**Note:** Clicking on a scanned or image-based PDF with **Edit Text** command, a message prompts where you can click **Recognize Text** to run OCR, or click **Settings** to specify OCR settings before recognizing text. To not show the prompted message again, you can go to **File > Preference > Editing** > uncheck the option “Alert when there’s no editable text when using ‘Edit Text’ tool”.

## Objects


When reading a PDF, you may need to frequently edit text, image, or other objects in this PDF file. With Foxit PDF Editor Cloud, you can add, edit, modify, join and split objects.

### Add New Objects

You can add or insert new text, image or shape objects into a PDF using respective commands in the **Edit** tab.

## **Add new text objects**

To add text objects, please do the following:

1. Select **Edit > Add Text**, and do either of the following:
  - Click on the specific page you want to input the text and type new text in the position where the cursor is blinking. You can also paste or delete the text you input.
  - Click and drag an area to define a text box as required, and then type text into the box. The text wraps automatically when it reaches the edge of the box you defined.
2. (Optional) With the **Add Text** command selected, click anywhere in the text box. Then move the cursor over the box border and the cursor changes into . As you drag the cursor, alignment guides (green lines) appear to help you find a location to align it to an existing object on the page.
3. You can choose the text font format as you want in the **Format** tab that appears in the right panel. In the **Format** tab, you can also align the text and set other paragraph formats including word spacing, character scale, line spacing, etc.

## **Add new image objects**

You can add an image object from a file by doing the following:

1. Locate the page where you want to insert the image in your document, and choose **Edit > Add Image From File**.
2. Choose the target image file in the Open dialog box and click **Open**. Then the image will be added to the document.
3. You can right-click the image and choose **Edit Object** to move or resize the image.

## **Add new shape objects**

With Foxit PDF Editor Cloud, you can also directly insert path and shading objects like rectangles, curve, straight line, etc. into your PDF as well as text objects and image objects. Shading objects are generally used to make shadows or nice backgrounds.


[Add a path object](#)

[Add a shading object](#)

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### ✧ Add a path object

To add a path object, please do the following:

- Locate the page where you want to insert the path in the document, and choose **Edit > Add Shapes** > choose one path you need. The cursor changes into a cross . Click and drag the cursor to draw the path you want. Then click on the path, and the **Format** tab will appear in the right panel for you to modify the path with the commands. You can also adjust the size and shape by dragging the sizing handles.

**Note:** *Sizing handles are the small circles or squares that appear at the corners and sides of a selected object. You drag these handles to change the size of the object.*



**A.** The Line command    **B.** The Rectangle command    **C.** The Round Rectangle command  
**D.** The Ellipse command    **E.** The Polyline command    **F.** The Polygon command    **G.** The Bezier command  
**H.** The Close Bezier command    **I.** The Free Paint command

### To draw a straight line

1. Choose the **Line** command.
2. Click a region in the document where you want to create the drawing and draw the line.
3. Drag the handles to adjust the line size if necessary.
4. Click outside the path when you are done to set the line.

### To draw a rectangle

1. Choose the **Rectangle** command to create a square-cornered path, or click the **Rounded Rectangle** command to create a round-cornered path.
2. Click a region in the document where you want to create the drawing and draw a rectangle.
3. Drag the sizing handle diagonally in the direction you want.

### To draw an ellipse

1. Choose the **Ellipse** command.
2. Drag the pointer to draw an ellipse, or draw a circle with **Shift**.
3. Click outside the path when you are done to set the ellipse.

### **To draw a polygon, polyline, Bezier, or Close Bezier**


1. Choose the **Polygon** command, **Polyline** command, **Bezier** command or **Close Bezier** command.
2. Drag the pointer to draw a straight line.
3. Click once at each position where you want a new line segment to appear.
4. To end a polyline or a Bezier, double-click the last point to complete the drawing.  
To end a polygon or a Close Bezier, do either of the following:
  - Double-click or right-click a point to draw the second-to-last line of the polygon/ Close Bezier, and an additional line will be automatically drawn from this point to the start point.
  - Double-click the start point to finish drawing.

### **To draw a custom path**

1. Choose the **Free Paint** command.
2. Draw a path you want by dragging the pointer.
3. Click outside the path when you are done to set the path.

#### ✧ **Add a shading object**

To add a shading object, please do the following:

- Locate the page where you want to insert the shading in your PDF document, and choose **Edit > Add Shapes** > choose the shading you need. The cursor changes into a cross . Click and drag the cursor to draw the shading you want. Then click on the shading, and the **Format** tab will appear in the right panel for you to modify the shading with the commands. You can also adjust the size and shape by dragging the sizing handles.

In the **Format** tab, you can choose a shading style to preset different shading colors and do any of the following to move the colors and change the shading effect:

**1) Opacity:** Drag the slider to change the opacity.


**2) Gradient Stops:** Describes the location and color of a transition point in a gradient. After choosing a shading style, you can also edit the shading color, like add new colors, delete existing colors, etc.

#### ✧ **Move colors**

Each color can be moved by clicking and dragging the slider  .



#### ✧ **Change colors to a shading**

Double-click one color  you want to change, select the color you like in the Color dialog box and click **OK**.





#### ✧ **Add colors to a shading**

Select one color you like and click between any two sliders underneath the preview bar. There will be new colors added to the shading.

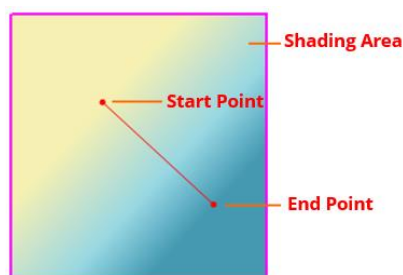


#### ✧ **Delete colors to a shading**

Click the slider  of the color you want to delete, and click **Delete** button . Also, you can move it away from the preview bar. The color will be removed from shading.



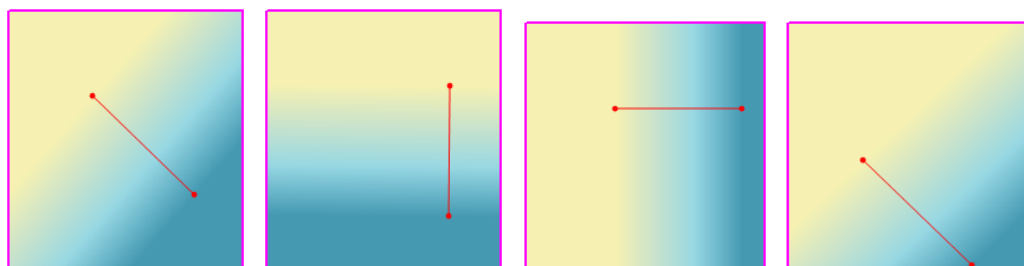
**3) Reference Line:** A line along which the field of shading varies between the start and end coordinates and from which the field of shading extends infinitely away. The start and end point are shown, connected by a line. The transition from one color to another varies linearly along the line. The color gradient begins at the start point and finishes at the end point.



You can drag either start or end point to move it individually, or drag the line to move them both at the same time. This movement will change the shading

## **Chapter 5: Edit**

effect. Compared with Shading 1, Shading 2 is dragging the start point to move, Shading 3 is dragging the end point to move, and Shading 4 is dragging the line to move.



*Shading 1*

*Shading 2*

*Shading 3*

*Shading 4*

## **Link and Join Text Objects**

To make editing easier, Foxit PDF Editor Cloud supports linking multiple text blocks together or connecting separate text blocks into one single paragraph.

### **Link and Unlink Text Objects**

Using the **Link** command in the **Join & Split** context tab (which appears on the ribbon after you click **Edit > Link & Join Text**), you can link multiple text blocks together and then editing text in these blocks will be treated as editing one paragraph. You can link text blocks not only in one page but also across pages. Text will reflow in these linked blocks and will not cover the page contents that are located among these blocks.

To link text blocks, please do the following:

- Click **Edit > Link & Join Text** and the **Join & Split** context tab appears on the ribbon. Select text blocks you need to link together and the selected blocks will be marked with numbers as you click them.
- Click the **Link** command in the **Join & Split** context tab, or right-click the selected blocks and choose **Link Text Boxes**. Then the selected blocks will be linked together.
- Then when you add or edit text in these blocks with the **Edit Text** command, the text will reflow in these linked blocks and will not cover the image among them. And when the text added exceeds the final block, content followed the linked blocks will be covered because they have not been linked together.

To unlink a text block, please click **Edit > Link & Join Text**, select the text block you



need to unlink and then click the **Unlink** command in the **Join & Split** context tab. You can also right-click the selected block and choose **Unlink Text Blocks**.

**Note:** You can select and link text blocks which are discontinuous or in different columns, or that are not arranged from top to bottom or from left to right on the page.

## Join and Split Text Objects

With the **Join** command, you can connect blocks of text into one single paragraph in a block to improve text reflow. Blocks of text may be joined together when you need to join text as one object. Otherwise, a block of text can be divided up into several parts with the **Split** command.

To join text blocks, do the following:

1. Click **Edit > Link & Join Text**.
2. Click the text blocks you want to join. The text blocks you selected will be numbered.
3. Click the **Join** command in the **Join & Split** context tab, or right-click the selected blocks and select **Join Text Boxes**. Then the selected blocks will be joined together as one block.

To split a text block, please click **Edit > Link & Join Text**, and click the text block you want to split. Click the **Split** command in the **Join & Split** context tab, or right-click the selected block and select **Split Text Boxes**. Then the selected block will be divided.

**Note:** All selected blocks should be on the same page.

## Edit Objects

You can freely edit any selected object(s) by the related commands.

**Note:** For copying/cutting and pasting an object, after you copy/cut an object, make sure that the related editing command (**Home/Edit > Edit Object > All/Text/Image/Shape/Shading**) has been selected before you paste it. Sometimes you may not paste an object right after copying it and do other tasks with other commands, or you need to paste it in another document where the editing command is not being selected. In these cases, you need to select the related editing command again before pasting the object.

## Edit Text Objects

To edit text objects, click **Home/Edit > Edit Object > Text**. And click on the text you want to edit. A selected object usually is outlined by a bounding box. Double-click the box or choose **Edit Object** in the context menu. Then the cursor will be blinking, and you can add, paste or replace text only if the font used for that text is installed on your system. More editing information, please refer to "[Add New Text Objects](#)".

### Merge and Split Text Objects

You can also merge and split text objects by using **Merge Text** tool and **Split Text** tool. To remove the space between the letters of words to improve the appearance of text content, you can click **Remove Kerning** in the **Format** tab in the right panel after you select the text object.

To merge text objects, Shift-click the objects with the **Edit Object** command and click **Merge Text** in the **Format** tab in the right panel. To split a text object, please do the following:

- Select the object and click **Split Text** in the **Format** tab in the right panel. The **Split Text** dialog box pops up.
- Drag the slider and click the position you want to split. Click OK and the text object will split into parts.

### Convert Text Objects to Shape Objects

Foxit PDF Editor supports to convert the selected text object(s) into path(s), which will meet the pre-press requirement. For those computers that do not support or display certain embedded fonts, this new feature helps to overcome that issue. To convert text objects to paths, please do the following:

- Select the text objects that you want to convert to paths.
- Select the **Convert to Shape** button in the **Format** tab in the right panel to convert.

## Edit Image and Shape Objects

To edit image objects, click **Home/Edit > Edit Object > Image**. After clicking on an image, you can edit and modify it with the commands in the **Format** tab in the right panel as needed. See also [Modify, Arrange and Delete Objects](#).

To edit shape/shading objects, click **Home/Edit > Edit Object > Shape/Shading**. Click

a shape/shading and edit it with the commands in the **Format** tab in the right panel. Further information about editing shape/shading objects, please refer to "[Add New Shape Objects](#)".

***Tip:** When editing text, image, shape and shading objects together, you can edit all the objects by choosing **Home/Edit > Edit Object > All**.*

## Modify, Arrange and Delete Objects

A selected object is usually outlined by a bounding box. And the corresponding **Format** tab will appear in the right panel after you select objects. With groups of commands in the **Format** tab, you can modify and arrange objects. Depending on the type of objects you select, the **Format** tab may contain these groups: **Text/Shape/Shading Style**, **Split**, **Arrange**, and **Effect**. Click the ► / ◀ icon of each group to expand or collapse the group.

Select **Home/Edit > Edit Object > select All/Text/Image/Shape/Shading**, and do one of the following:

1. To select one or multiple objects, please do one of the following:
  - Click the object to select it, or press **Ctrl/Shift** and select more objects.
  - Hold the pointer over the objects and drag a rectangle around them.
  - Press **Ctrl + A** on keyboard. All objects on the current page are selected.

***Note:** To deselect all the objects, click any blank area in the document.*

2. Move and resize an object
  - To move an object, select the object and drag the object to the desired place. Or right-click the object and choose **Cut** from the context menu and then right-click the desired place and choose **Paste**. You can also move multiple objects at the same time with the methods above.
  - To resize an object, drag a handle of the object. Press **Shift** when dragging to retain the original aspect ratio. You can also resize multiple objects at the same time with the same magnification by dragging the handles, or choosing **Properties...** from the context menu of the selected objects and entering a percentage value in the **Scale X** or **Scale Y** box in the properties dialog box.

***Tip:** When moving and resizing an object, alignment guides (green lines) appear to help you align the object to other ones in the document.*

3. Rotate an object

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To rotate an object, select the object and then do one of the following:

- In the **Format** tab, choose **Rotate Clockwise/ Rotate Counter-clockwise** from the **Arrange** group to rotate by 90 degrees, or enter a value to specify degrees you want to rotate by.
- Right-click the selected object, and choose **Rotate** > select **Clockwise/ Counterclockwise** to rotate by 90 degrees.

To rotate multiple objects at the same time, select multiple objects and rotate them with the methods above.

### 4. Shear an object

To shear an object, select the object and do either of the following:

- Navigate to the **Shear** item from the **Effect** group in the **Format** tab, enter a value in the box to specify a shear angle, and press **Enter**.
- Right-click the object and choose **Shear** in the context menu. Then Enter a value in the pop-up dialog box to shear the object and click **OK** to finish.


### 5. Flip an object

To flip an object, select the object, and click **Flip Vertical** or **Flip Horizontal** from the **Arrange** group in the **Format** tab. Or right-click the object and choose **Flip** > **Vertically/Horizontally**.





### 6. Arrange objects

After selecting multiple objects, you can arrange them in the documents. In the **Format** tab you can align, page-center or distribute objects. Or choose **Align/ Center/ Distribute** after right-clicking one of the selected objects. (See also "[Align Images](#)", "[Center Images](#)" and "[Distribute Images](#)".)

### 7. Clip an object

- Select the object and choose a clipping shape from the **Effect** group in the **Format** tab. Or right-click the object, choose **Add clip path** in the context menu, and then choose one clipping shape in the drop-down list.
- Click on the object and it will turn to the clipping mode where the selected object will be enlarged and the cursor changes to a cross . Drag the cursor to draw a clipping shape. You can adjust the shape's position by dragging the cursor to move.
- Drag the dots of the clipping shape in the direction you want until the clipping

## **Chapter 5: Edit**

- shape displays the results you want.
  - (Optional) You can choose other clipping shapes to do further clipping on the object if needed.
  - (Optional) To delete clipping shapes, choose **Edit Clipping**  from the **Effect** group in the **Format** tab, select one clipping shape and press **Del** or right-click the clipping shape and select **Delete**. To remove all clipping shapes, please click **Clear Clipping**  in the **Format** tab.
  - Click on the area outside the objects to exit the clipping mode. Or right-click the object and choose **Exit**.
8. Move an object in front or behind other elements
- To move an object behind or in front of all other objects on the page, select the object and click **Send to Back**  or **Bring to Front**  from the **Arrange** group in the **Format** tab. Or right-click the object and choose **Arrange > Send to Back** or **Bring to Front**.
9. Delete an object
- Select one or more objects, right-click and choose **Delete** from the context menu.

## **Object Properties**

When you right-click an object or multiple objects with the same type, and choose **Properties...**, you can view and change the options in it.

### **Set objects properties**

1. With the Edit Object command, right-click text objects, images objects, shape objects (or path objects) and shading objects, and choose **Properties...**
2. There are General tab and Appearance tab in the properties dialog box. The general tab is as below: (Take image objects properties for example.)

You can specify a number of properties that are common to all objects in the General properties.

- **Position X and Y:** Allow you to set the precise horizontal and vertical position of the objects.

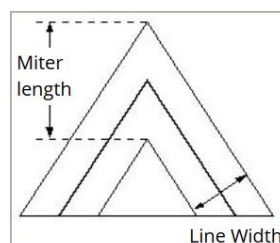
## Chapter 5: Edit

- **Width and Height:** Displays the selected object's width and height values.
  - **Scale X and Y:** Allow you to enter a percentage value in the **Scale X** or **Scale Y** box to resize the object.
3. In Image Object Properties dialog box, in the Appearance tab, drag the slider or enter a value to specify the opacity of the image object. Opacity can range from 1% to 100%. For transparent paint or a weak effect, specify a low percentage value; for more opaque paint or a strong effect, specify a high value.
  4. In shape object properties dialog box, please do any of the following:
    - **Line Color:** The stroke color is used to paint the border of paths and text that are stroked.
    - **Fill Color:** The fill color is used to paint the interior of paths and text characters that are filled.
    - **Line Width:** The line width specifies the thickness of the line used to stroke a path and is measured in user space units. A line width of 0 specifies the thinnest line that can be rendered on the output device. The default value is 1.

**Note:** A line width of 0 is an inherently device-dependent value. Its use is discouraged because the line may be nearly invisible when printing on high-resolution devices.

- **Miter limit:** When two line segments meet at a sharp angle it is called a Miter join and has been specified as the line join style. It is possible for the miter to extend far beyond the thickness of the line stroking the path. The miter limit imposes a maximum on the ratio of the miter length to the line width, as shown in the following figure. When the limit is exceeded, the join is converted from a miter to a bevel.

The value for miter limit is a number that must be greater than or equal to 1, and has a default value of 10.



**Miter length**

- **Line Join Style:** The line join style specifies the shape to be used at the corners of paths that are stroked. The allowed values are Miter joins, Round joins and

Bevel joins.

- ✧ **Miter** — the outer edges of the strokes for the two segments are continued until they meet. If the extension projects too far, as determined by the miter limit, a bevel join is used instead.
- ✧ **Round** — a circular arc with a diameter equal to the line width is drawn around the point where the segments meet and filled in, producing a rounded corner.
- ✧ **Bevel** — the two path segments are drawn with butt end caps (see the discussion of line cap style), and the resulting notch beyond the ends of the segments is filled in with a triangle.



*Miter*



*Round*



*Bevel*

*Square line cap style*

*Round line cap style*

*Flat line cap style*

- **Line Cap Style:** The line cap style specifies the shape to be used at the ends of open sub paths when they are stroked. Allowed values are Butt end caps, Round end caps, and Projecting Square End.
  - ✧ **Square:** --- the stroke is squared off at the endpoint of the path.
  - ✧ **Round:** --- a semicircular arc with a diameter equal to the line width is drawn around the endpoint and filled in.
  - ✧ **Flat:** --- the stroke extends beyond the end of the line by a distance that is half the line width and is squared off.



*Square*



*Round*



*Flat*

- **Dash:** Select a type of line, dashed or solid.
- **Opacity:** Enter a value, or drag the slider to specify the opacity. Opacity can range from 1% to 100%. For transparent paint or a weak effect, specify a low percentage value; for more opaque paint or a strong effect, specify a high value.

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5. In text object properties dialog box, please do any of the following:

**Font Name**– Changes the font used by the selected text to the font you specify.

**Font Size** – changes the font size to the size that you specify.

**Horizontal Scaling** – adjusts the width of characters by stretching or shrinking them in the horizontal direction. The scaling is specified as a percent of normal width of the characters, with 100 being the normal width. The scaling always applies to the x coordinate. The following figure shows the effect of horizontal scaling.

Word	100 (default)
WordWord	50

**Text Mode** – determines whether text is stroked or filled. There are four types of text modes: Fill Text, Stroke text, Fill then stroke text, and Text with no fill and no stroke.



1. Fill text    2. Stroke text    3. Fill then stroke text    4. Text with no fill and no stroke

**Character Space** – inserts uniform spacing between two or more characters in selected text.

Character	0 (default)
Character	2.5

**Word Space** – inserts uniform spacing between two or more words in selected



text.

Word Space	0 (default)
Word    Space	9


For stroke color, fill color, and opacity, please refer to [Shape Object Properties](#).

## Articles

For PDF documents that include articles and arrange text content in multiple columns and across several pages, you may need lots of scrolling or zooming to navigate the articles. To make article viewing effective, Foxit PDF Editor Cloud allows you to define a navigational path (or an article thread) for an article in the document by marking out a series of boxes around the article content in the order you want the content to be viewed in. With article threads, you can skim through a document, focusing on a specific article and ignoring the rest, as you do in a traditional print newspaper or magazine.

### Define articles

To define an article, please follow the steps:

1. Choose **Edit > Add Article Box**.
2. Click and drag a rectangle around the content to be the first article box. A black rectangle appears around the content with a label, and the cursor changes into the article pointer .

The label for each article box is made up of the article number and the sequence number within the article. For instance, the first box for the first article in the document is labelled 1-1, the second box 1-2, the third box 1-3, and so on. And the boxes for the second article in the same document are labelled 2-1, 2-2, 2-3, and so on.

3. Repeat the operation in Step 2 to mark out the rest of article boxes followed. (**Note:** *If you need to resize or move an article box during the article defining, you must end the article first.*)
4. When you have defined the entire article, press **Enter** to end the article.
5. Type the information in the pop-up article property dialog box as needed and then click **OK**.

6. Then in the **Articles** panel in the navigation pane you can see the article defined. The **Articles** panel lists all of the articles included in the document.

## View articles

1. To view the articles in the document, open the **Articles** panel in the navigation pane and do any of the following to start viewing:
  - Double-click the article you want to view.
  - Right-click the article you want to view and choose **Read Article** from the context menu.
  - Select the article you want to view and choose **Read Article** from the options menu in the upper right corner of the **Articles** panel.
2. You will be switched to the beginning of the article (the area of the first defined article box). The page view may zoom in or out automatically so that the current part of the article fills the screen, with the first line appearing in the upper left corner.

### Notes:

1. *Before viewing an article, make sure you have selected the Hand tool and the option **Make Hand Tool read articles** in the **File > Preferences > General**.*
2. *You can select **Hide After Use** in the options menu in the upper right corner of the **Articles** panel to hide the panel after the article viewing starts.*

## Modify articles

You can rename and delete articles, and edit article properties.

### Rename articles

To rename an article, click the article name directly in the **Articles** panel and type a new name for it, or right-click the article and choose **Rename** to rename it.

### Delete an article

To delete an entire article, do any of the following:

- Select the article in the **Articles** panel and press **Delete**.
- Right-click the article in the **Articles** panel and choose **Delete**.

## Edit article properties

You can edit the article title, subject, author, and keywords in the article property dialog box. To open the article property dialog box, do any of the following:

- Select the article, and choose **Properties...** from the options menu in the **Articles** panel.
- Right-click the article, and choose **Properties...** from the context menu in the **Articles** panel.
- Select any article box of the article in the document with the **Add Article Box** command. Then right-click the article box and choose **Properties...** from the context menu.

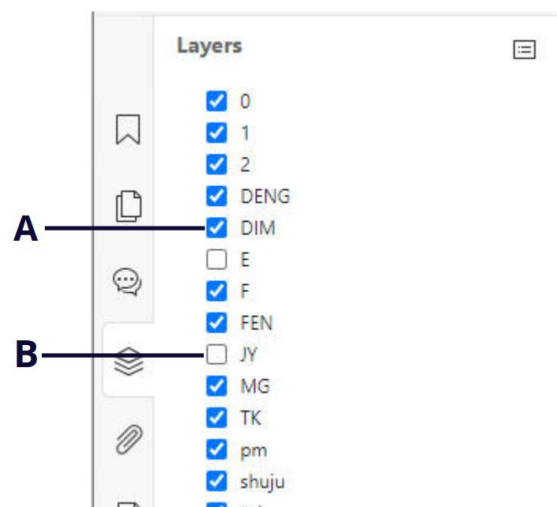
## Working with Layers

A layer or as it is more formally known Optional Content Groups (OCG) is a dictionary representing a collection of graphics that can be made visible or invisible dynamically by users of viewer applications. In a PDF file, each layer may hold any portion of the document's objects, and layers may be made visible or invisible, showing or hiding their contained objects, in any combination.

With Foxit PDF Editor Cloud, you can control the display of PDF layers with the **Layers** panel. For example, you may divide background imagery, main content areas, and advertisements amongst their own top-level layers, and easily hide the layers that you don't want others to view.

## Show /hide PDF Layers

In a PDF, information can be stored on different layers. To show or hide related content stored in a variable number of separate layers, you can simply refer to the **Layers** panel on the left side of the work area. You can view layers and choose to show or hide the content associated with each layer.



**The Layers Panel**

A. A checkmark indicates a displayed layer      B. Hidden layer

1. Open the **Layers** panel, and then do one of the following:

- To hide a layer, uncheck the layer.
- To show a hidden layer, click the empty box and a checkmark will appear.
- To check the properties of a layer, right-click the layer and select **Properties**.


2. From the **Options** menu at the top right corner of the **Layers** panel, choose one of the following:

- **List Layers for All Pages** – Shows every layer across every page of the document.
- **List Layers for Visible Pages** – Shows layers only on the visible pages.
- **Reset to Initial Visibility** – Resets layers to their default state.
- **Expand All** – Expands all layers.
- **Collapse All** – Collapses all of the current layers in the view.
- **Apply Print Overrides** – Determines whether to display a layer according to its corresponding **Print** setting in the **Layer Properties** dialog box. The option is available when **Never Prints** or **Always Print** is selected.
- **Apply Export Overrides** – Determines whether to display a layer according to its corresponding **Export** setting in the **Layer Properties** dialog box. The option is available when **Never Exports** or **Always Exports** is selected.
- **Apply Layer Overrides** – Displays all layers in the document regardless of the settings in the **Layer Properties** dialog box, and you cannot change layer visibility until you deselect this command or choose **Reset To Initial Visibility** in the **Options** menu. However, you are still allowed to rename layers when the


command is selected.

## Import Layers

You can import layers from a PDF file or import images as layers into a target PDF file.

1. In the navigation pane, click the menu button  in the top left corner of the **Layers** panel, and choose **Import as Layer...**
2. In the **Import as Layer** dialog box, click **Browse** to choose a PDF file or an image file (Formats like BMP, GIF, JPEG, JPEG 2000, PCX, PNG, and TIFF, are supported.). If you import from a PDF file, choose a page number you want to import from.
3. **Import Options:**
  - Create new layer:** creates a new layer from the source file. Specify a layer name, and add it to an existing layer group in the target document as needed.
  - Add to existing layer:** adds the imported content to an existing layer in the target document. The imported layer will have the same properties as the existing one. This option is available only when the target document contains layers.
  - Copy layers from source:** imports the layers from the source PDF file. This option is available only when the source PDF file contains layers.
4. In the right part of the dialog box, select a target page number to import the layers to, and preview the result.
5. Complete the settings in **Position** and **Appearance** as needed.
6. Then click **OK**.

## Merge Layers

1. In the navigation pane, click the menu button  in the top left corner of the **Layers** panel, and choose **Merge Layers...**
2. In the **Merge Layers** dialog box, select one or more layers you want to merge and the target layer to merge the selected layers into.
3. Then click **OK**.

**Note:** Merged layers will have the same properties of the target layer. After you merge the layers, you cannot undo the operation.

## Flatten Layers


1. In the navigation pane, click the menu button  in the top left corner of the

**Layers** panel, and choose **Flatten Layers**.

2. A warning message pops up, telling you that the flattening operation cannot be cancelled or undone.
3. Then click **OK**.

**Note:** After the flattening operation, all layers will be consolidated, while the layers that are originally not visible will be removed. After you flatten the layers, you cannot undo the operation.

## Delete Layers

1. In the navigation pane, select the layer you want to delete.
2. Click the menu button  in the top left corner of the **Layers** panel, and choose **Delete Layer**, or press **Delete** on the keyboard. Or, right-click the layer and choose **Delete Layer** from the context menu.

**Note:** When you delete a layer, its corresponding content will be removed.

## Reorder Layers

You may need to change the order of layers in the list, or move a layer from one layer group to another. In the navigation pane, to reorder a layer, just press **Alt** while you click the layer's name and drag it to the desired location. You can undo or redo the operation. (**Note:** You cannot reorder locked layers or layers in nested layer groups.)

## Layer Properties

By editing layer properties in the **Layer Properties** dialog box, you can control the visibility of layers and set whether to print or export layers. For example, you can hide a layer whenever the document is displayed on screen, while ensuring that the layer always prints.

1. To open the **Layer Properties** dialog box, select the layer, click the **Options** menu and choose **Layer Properties....** Or just right-click the layer and choose **Properties...** to open the **Layer Properties** dialog box.
2. Edit the layer name or any of the following:

**Intent** – selects **View** and the visibility and properties of the layer can be edited any time. Or, selects **Reference** to keep the current visibility and setting at all

times until you switch to **View**.

**Default State** – Defines the initial visibility state when **Visibility** in **Initial State** is set to **Visible When On**.

**Visibility** – Defines the visibility of the layer when the document is opened or when the initial visibility is reset. If you choose **Visible When On**, the layer is visible only when Default State is On.

**Print** – Defines whether the layer will be printed when you print the PDF. If you choose **Print When Visible**, the layer will print only when the layer is visible.

**Export** – Defines whether the layer will appear in the resulting document when the PDF is exported to an application or file format that supports layers. If you choose **Export When Visible**, the layer will appear in the resulting document only when the layer is visible.

The previous settings in **Initial State** like the states of Print, View, and Export, are shown in the box at the bottom of the **Layer Properties** dialog box.

## PDF Properties

To view and modify the PDF properties, please navigate to **File > Properties**.

### Description

This tab shows some basic information about the document. The person who created the document in the source application may have set the title, subject, author, and keywords. Click **Custom**, and the pop-up **Custom Properties** dialog box shows some document information (such as comments and the company name). You can easily edit the document information within the PDF document, a useful way for searching and indexing files.

You can also customize document properties by clicking **Custom**. In the pop-up **Custom Properties** dialog box, input the property name and the value, and then click **Add** to add a custom property. To change the value of a property, select it and update the value, and then click **Change**. To change the name of a custom property, you need to delete the property and create a new custom property. To delete a property, select it and click **Delete**.

## **Initial View**

When a user opens your PDF document, they see the initial view of the PDF. You can set the initial view to the magnification level, page and page layout that you want.

### ✧ **Layout and Destination**

**Navigation Tab:** Chooses desired panels to be displayed in the navigation pane.

**Page Layout:** Chooses a page layout option to view the document. The default is **Continuous**.

**Magnification:** Chooses a zoom level that the document will appear at when opened. The default is the magnification set in **File > Preferences > Page Display > Zoom**.

**Open to page:** Specifies the page that appears when you open the document.

### ✧ **Window Options**

**Display document title:** Shows the document title in the title bar of the application window. You can view the document title in **File > Properties > Description**.

**Open in Full Screen mode:** Opens the document in Full Screen mode. The document pane fills the entire screen, with the toolbar, the navigation pane, and the status bar hidden behind.

**Center window on screen:** Places the application window in the center of the screen area.

### ✧ **User Interface Options**

Choose options to hide parts of the interface as needed.

### **Define the initial view as Full Screen mode**

If your PDF is a presentation, you may want to set the initial view to Full Screen Mode. After you define the initial view of the PDF, you can add page transitions to selected pages of the entire document. When setting the initial view of a PDF to Full Screen mode, you must define how the document opens.

1. Choose **File > Properties > Initial View**.
2. For best results, do the following:
  - ✧ Choose **Page Only** from the Navigation tab menu.



## **Chapter 5: Edit**

- ✧ Choose **Single Page** from the Page layout menu.
  - ✧ Set **Open to page** to the page on which you want to start the presentation.
3. Select **Open in Full Screen mode** to open the document without the toolbar displayed. Click **OK**. (You have to save and reopen the file to see the effects.)

**Note:** Users can exit Full Screen mode by pressing **Esc** if their preferences are set this way. However, in Full Screen mode, users cannot apply commands and select tools unless they know the keyboard shortcuts. You may set up page actions in the document to provide this functionality.

## **Security**

This tab describes security permissions and what functionality is allowed within a PDF. See also "[Checking PDF Security](#)"

## **Fonts**

The Fonts tab lists the fonts and the font types used in the original document, as well as the encoding used to display the original fonts.

## **Advanced**

This tab lists the items of Print Dialog Presets during printing, and Reading Options about reading directions and languages.

**Page Scaling:** Chooses **Default** to scale the page with the application default setting when printing, which is **Fit to printer margins**. Or choose **None** to preserve the scale in the documents. To print with additional page scaling types as shown in the **Print** dialog box, you need to choose one of them when printing.

**DuplexMode:** Chooses **Simplex** to print on one side of the page. Or choose **Duplex Flip Long/Short Edge** to print a document double sided and flip pages on long/short edges.

**Paper Source by Page Size:** Automatically selects the paper type according to the page size of the PDFs when printing.

**Pages:** Specifies the page range you want to print.

**Number of Copies:** Chooses the number of copies you want to print. Or choose

**Default** to use the application default copies, which is one copy.

**Binding:** Choose a reading direction in which you read a document in **Facing** or **Continuous Facing** mode. Choose **Left Edge** to read from left to right, or choose **Right Edge** to read from right to left.

**Language:** Specifies the document language that screen readers use to read the document. You can select languages by typing ISO 639 Code.

# Chapter 6 – Organize

Foxit PDF Editor Cloud comes with a built-in functionality to combine various PDF files & split one PDF into various small single & multiple page PDF files according to page numbers as well as page range. You can rearrange pages and compose page outlines with the commands under the **Organize** tab, which allow you to insert, move, replace and crop pages, split documents, add page marks (such as header & footer) to PDFs, and more.

See also the tutorial on [Organize PDF](#).

## Insert Pages

Foxit PDF Editor Cloud enables you to insert pages from files (either from a page range or the entire file), clipboard and a blank page. You can also insert pages into multiple documents at a time.

### Insert pages from one or more files

Foxit PDF Editor Cloud allows you to insert pages from a file or multiple files into a PDF.

To insert pages from a file or multiple files (not limited to PDFs) into a PDF, choose **Organize/Home > Insert > From File**, or right-click a page thumbnail and choose **Insert Pages... > From File**. Then do the following steps:

1. In the **Insert Pages From** dialog box, you can add more files by clicking the **Add Files...** button. If the files are non-PDF files, they will be temporarily converted into PDFs and added to the files list.
2. In the files list, select a file and click **Move Up/ Down** to change the order you insert the files, or click **Remove** to delete the file.
3. Then choose one file you added, specify where you want to insert to the current PDF document (at the beginning or the end, or before or after a designated page), and page range (insert from ...to ...) of the file that you want to insert.
4. Check **Show Thumbnails** in the lower left corner, and you can preview the target page and the insert page in preview boxes. Click **OK** to insert the pages.
5. To leave the original PDF intact as a separate file, choose **File > Save As**, and type a new name for the merged PDF.

**Notes:**

1. *When a whole file is inserted, its bookmarks and file attachments will be inserted as well. The bookmarks will be inserted at the end of the bookmarks of the original PDF by default. The links of the bookmarks inserted remain unchanged. And the combined bookmarks will be the bookmarks of the combined PDF file.*
2. *You can insert a whole PDF file from your local computer by directly dragging and dropping the file to the **Pages** panel in the Foxit PDF Editor Cloud window.*

## **Insert pages from the clipboard**

1. Open a PDF file, and choose **Home/Organize > Insert > From Clipboard**, or right-click one page thumbnail and choose **Insert Pages... > From Clipboard**.
2. In the pop-up From Clipboard dialog box, specify the place you want to insert pages. Then the content in the clipboard will be inserted.
3. To leave the original PDF intact as a separate file, choose **File > Save As**, and type a new name for the merged PDF.

## **Insert pages from a blank page**

1. Open the PDF that you want to use as the basis of the combined file, and choose **Home/Organize > Insert > Blank Page**, or right-click a page thumbnail and choose **Insert Pages... > Blank Page**.
2. In the Insert Blank Pages dialog box, specify where in the document you want to insert the blank pages (as well as how many blank pages you want to insert), and click **OK**.
3. To leave the original PDF intact as a separate file, choose **Save As**, and type a new name for the merged PDF.

## **Insert pages into files**

1. Open the PDF file (i.e. source file) from which you want to choose a range of pages (i.e. source pages) to be inserted into other files. Click **Home/Organize > Insert > Into File**, or right-click a page thumbnail and choose **Insert Pages... > Into File**.
2. In the pop-up **Insert Pages Into** dialog box, you can add more target files by clicking **Add Files...**
3. Then specify the page range to be inserted and the destination in the target files.
4. Choose whether to keep the source pages in the source PDF file after inserting.

5. Check **Show Thumbnails** in the lower left corner, and you can preview the target page and the insert page in preview boxes. Click **OK** to insert the pages.

## **Rotate, Move, Swap and Delete Pages**

### **Rotate Pages**

You can rotate all or selected pages in a document.

1. Open the PDF document within which you want to rotate pages.
2. (Optional) To rotate one page, choose **Home/Organize > Rotate Pages > Left/Right**. Rotation is based on 90° increments.
3. To rotate one or more pages, please use one of the following methods:
  - ✧ Choose **Home/Organize > Rotate Pages > Multi-page rotate**.
  - ✧ Right-click the selected page thumbnails in the **Pages** panel and choose **Rotate Pages/Rotate 90° Counterclockwise/ Rotate 90° Clockwise**.
4. (Optional) In the pop-up Rotate Pages dialog box, specify the direction you want to rotate the pages and the page range.
5. Click **OK**.

**Note:** To temporarily change your view of the page, choose **View > Rotate View > Rotate Left or Right**. The original page orientation is restored the next time you open the PDF.

### **Move Pages**

The Move Pages feature allows you to move pages within a PDF document.

#### **Move one or more pages within a PDF document**

1. Open the PDF document within which you want to move pages.
2. Choose **Organize > Move**, or right-click the page thumbnail and choose **Move Pages....**
3. In the Move Pages dialog box, specify where you want to move pages within the document, and page range that you want to move.
4. Click **OK**.

#### **Move one or more pages within a PDF, using page thumbnails**

## **Chapter 6: Organize**

1. Click the Pages button to open the Pages panel, and select one or more page thumbnails.
2. To move a page, drag the page thumbnail(s) to the new location.

### **Swap Two Pages**

The Swap feature is useful sometimes if you want to swap two different pages within a PDF document.

1. Open the PDF document within which you want to swap pages.
2. (Optional) Directly drag and drop the page thumbnail to the target location in the **Pages** panel of navigation pane.
3. Choose **Organize > Swap**, or right-click the page thumbnail and choose **Swap Pages....**
4. In the Swap Two Pages dialog box, select or enter two different page numbers in the **Swap** and **For** options.
5. Click **OK**.

### **Delete Pages**

After combining PDF files, you can delete unwanted or blank pages.

#### **Delete pages using the Delete command**

1. Open the PDF document where you want to delete pages.
2. Choose **Organize > Delete**.
3. Specify a page range by entering the page number(s) you want to delete. You can choose **All pages in range**, **Even pages only**, or **Odd pages only**, to delete the related pages in the specified range.

If your PDF contains formatted page numbers, and the **Use logical page numbers** option is enabled in **File > Preferences > Page Display**, you should enter the numbers that match the numbering on the pages rather than the physical page numbers. For instance, if you want to remove the second page of your document which is numbered ii, you should enter ii to remove the page. See also the preference setting on [logical page numbers](#).

4. Click **OK** to delete the selected pages.

**Note:** *If you want to retain a copy of the original PDF, make sure that you save the new*

document using **Save As** rather than **Save**.

## Delete pages using page thumbnails

1. In the Pages panel, select a page or group of pages.
2. Press **Delete** to delete the selected pages. Or right-click the selected pages, choose "Delete Pages..." in the context menu and click **OK**.

## Extract, Interleave, Duplicate, and Replace Pages

### Extract Pages

Extraction is the process of reusing selected pages of one PDF in a different PDF. Extracted pages contain not only the content but also all form fields, comments, and links associated with the original page content.

You can leave the extracted pages in the original document and create a new PDF that includes all of the extracted pages during the extraction process - comparable to the familiar processes of cutting-and-pasting or copying-and-pasting, but on the page level.

1. Open the PDF in Foxit PDF Editor Cloud and choose **Organize > Extract**. Check **Show Thumbnails** to preview the current document in the pop-up **Extract Pages** dialog box.
2. (Optional) Right-click the page thumbnails that you want to extract and choose **Extract Pages...** to open **Extract Pages** dialog box.
3. In the **Extract Pages** dialog box, specify a page range to extract. You can choose **All pages in range**, **Even pages only**, or **Odd pages only** to extract the related pages in the specified range.
4. Choose a type of **Extract Mode**:

**Extract pages as one PDF:** The extracted pages will be placed in a new PDF document named "Extracted pages from [original document name].pdf".

**Extract pages as several PDFs by comma (,) sign:** With this option selected, if you have specified several page ranges separated by comma, pages in each page range will be extracted and placed in a separate PDF document. The generated PDFs will be named "[original document name]\_1.pdf", "[original document name]\_2.pdf", and so on.

## **Chapter 6: Organize**

**Extract each page as a PDF:** Each extracted page will be placed in a separate PDF named "[original document name]\_1.pdf", "[original document name]\_2.pdf", and so on.

5. Select the **Delete the pages after extraction** option to delete the selected pages from the original document.
6. Click **OK** after setting.

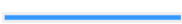
**Note:** The creator of a PDF document can set the security to prevent the extraction of pages. To view the security settings for a document, choose **File > Properties**, and select **Security** tab.

## **Duplicate Pages**

The Duplicate Pages feature allows you to copy pages within a PDF document.

1. Open the PDF document within which you want to copy pages.
2. Choose **Organize > Duplicate**, or right-click the page thumbnail and choose **Duplicate Pages....**
3. In the **Duplicate Pages** dialog box, specify where you want to copy pages within the document and the number of copies and page range that you want to copy.
4. Click **OK**.

**Tip:** You can also duplicate page(s) within a document or in different documents by dragging and dropping, or using the **Copy** and **Paste** commands.

- *Dragging and dropping:* To duplicate pages within a document, drag the page thumbnails of the pages you want to duplicate while pressing and holding down the **Ctrl** key in the **Pages** panel, and drop at the desired place (The Line icon  shows the place where the pages will be located.).
- *Copy and Paste:* Right-click the page thumbnail(s) you want to copy and choose **Copy** from the context menu. Then select the desired page thumbnail you want to paste the page(s) after, and choose **Paste** from the right-click menu.

## **Replace Pages**

You can replace individual pages to quickly update a PDF. The text, images, and comments on the original page will be replaced.

**Note:** The bookmarks associated with the original pages will be unavailable after the replacement.



### **Replace Pages using the Replace command**

1. Open the PDF that contains the pages you want to replace and choose **Organize > Replace**. (Or right-click the page thumbnails that you want to replace and choose **Replace Pages....**)
2. In the **Open** dialog box, select the file (not limited to PDF format) containing the replacement pages, then click **Open**.
3. In the pop-up **Replace Pages** dialog box, from the original PDF file select the pages you want to replace and select replacement pages from the selected file. You can click **Browse** to change the selected file.
4. Click **OK** to finish.

## **Split Pages**

### **Split PDFs into multiple files**

The Split Document feature is a process of splitting one or more documents into multiple smaller-size documents.

1. Open the PDF document you want to split.
2. Choose **Organize > Split**, or right-click on the target page thumbnails and choose **Split...** in the context menu.
3. In the **Split Document** dialog box, choose one of the options for the **Split documents by** item to specify how you want to split the current PDF document.
  - **Number of pages:** Set the maximum number of pages for each document generated during the splitting.
  - **Page Range:** Manually type the specific page ranges you want to split the current PDF by.
  - **Top-Level Bookmarks:** Split by the top-level bookmarks if the current document includes bookmarks.
  - **Blank Page:** Split the current PDF document each time a blank page is encountered. Blank pages will be discarded when splitting.
4. (Optional) Click **Select More Files...** to split more files using the splitting setting in the step above.
5. Click **Output Options** to specify the file names, and other settings.
6. Click **OK**.

## Crop Pages

The Crop Pages feature allows you to adjust the visible page area, which is helpful if you want to create visual consistency in page size within a PDF document that contains pages of different sizes.

### Crop one or more pages

1. Open the PDF document you want to crop.
2. Right click the target page(s) on the Pages thumbnails, choose **Crop Pages**. Or, choose **Organize > Crop Pages**, and drag the cursor to select an area you want to crop.
3. In the pop-up Set Page Dimensions dialog box, (the margin measurement indicates the size of the selected area if any), you can specify the settings in the Margin Control: select CropBox, ArtBox, TrimBox, or BleedBox (they are displayed in the preview box in black, red, green and blue respectively) and adjust the proportions to crop. You can preview all the boxes on the right after checking the item **Show All Boxes**.

**CropBox** – Defines the content boundary of the page when it's displayed or printed.

**ArtBox** – Defines the meaningful content of the page including blank space.

**TrimBox** – Defines the final dimensions of the page after trimming.

**BleedBox** – Defines the clipping path when the page is printed professionally to allow for paper trimming and folding. Printing marks may fall outside the bleed area.

**Constrain Proportions** – Locks the cropped proportions and each margin will have the same distance from each side to the border.

**Remove White Margins** – Crops the page to the artwork boundary, which is useful for trimming the edges of presentation slides saved as PDFs.

**Set To Zero** – Restores all the crop margins to zero.

**Reset** – Resets all the margins to the original dimensions.

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4. A rectangle in the page thumbnail shown in the preview box shows the boundaries of the cropped area. ***Tip:** You can directly drag the selection handles on the borders of the rectangle to adjust the boundaries.*
5. Set the page size and adjust the center of the page content if needed.
6. Specify the page range you want to crop. For the Crop item, you can choose **All pages in range**, **Even pages only**, or **Odd pages only** to crop the related pages in the specified range.
7. Choose the unit of the margin cropping values.
8. Click **OK**.

**Note:** Cropping does not reduce file size because information is not discarded but merely hidden. And you can restore the page and its content to its original dimensions by resetting the page size.

## **Flatten Pages**

The Flatten Pages feature can make annotations and form fields in the PDF file become part of objects of the PDF pages. This feature is often used when you want all the comments and form fields to be permanent so that the document receivers cannot modify them (unless they change them with editing tools), or when you want to lock the PDF document after completing the form fields to ensure that the document can be viewed consistently on all devices.

After flattening, many items in the document are changed:

- Text Markup, Note comments, and Drawing markup comments: The markups and Note comment icons change into shape objects. However, the text in their pop-up notes is lost.
- Typewriter, Callout, Text Box: the boxes or frames change into shape objects, while the text in the comments changes into text objects.
- File attachments: For a file attachment added with the **File** command under the **Comment** tab as a comment, only the icon  remains (which also changes into a shape object), while the file is removed from the document and can no longer be opened. (**Note:** The file attachments added with the **File Attachment** command in the **Edit** tab are not changed after flattening.)
- Stamps: The stamps in the stamp palette provided by Foxit change into shape objects and the dynamic information (if any) embedded in the stamps changes into text objects. The stamps that are created with images change into image objects; stamps created with a PDF page change into text/image/shape objects based on the content on that page.

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- Form fields: All form fields can no longer be filled or modified. Only the items that are visible with the **Hand** command selected remain and change into shape objects.
- Movies: The movies are no longer available. Only the items that are visible with the **Hand** command selected remain and change into shape objects.
- Redaction: For the redaction that has been applied, only the black (or other colors) rectangle that blocks out redacted content remains and changes into a shape object, while the redacted content (the underlying content) cannot be seen or searched. For the content that has been marked for redaction (the redaction has not been applied yet), flattening the file does not remove the content and the black rectangle changes into a shape object.

To flatten pages, do as the following:

1. Open the PDF document where you want to flatten pages.
2. Choose **Organize > Flatten**.
3. In the Flatten Pages dialog box, specify the page range (current page, all pages, a range of pages), and click **OK**.

**Note:** *The flattening operation cannot be undone. If you want to retain a copy of the original PDF, make sure that you save the new document using **Save As** rather than **Save**.*

## **Reverse Pages**

You may need to reverse a range of pages that are created in reverse order, which happens a lot when you are scanning paper to PDF. If the PDF contains a large number of pages, reordering them manually will cost you a lot of time. With Foxit PDF Editor Cloud, you can reverse a range of pages in a few quick steps.

1. Open the PDF document where you want to reverse pages.
2. Choose **Organize > Reverse**, or right-click any page thumbnail and choose **Reverse Pages...**
3. In the Reverse Page Order dialog box, specify a range of pages you want to reverse. You can choose **All pages in range**, **Even pages only**, or **Odd pages only** to reverse the related pages in the specified range.
4. Click **OK**.

## **Header & Footer, Watermark & Background to PDFs**

Add Header/Footer, Watermark/Background to PDFs with Text, image and PDF, making your PDFs more professional and easier to view, navigate watermark and

## **Chapter 6: Organize**

place marks on documents.

See also the [tutorials](#) on “Headers and Footers” and “Watermarks and Backgrounds”.

### **Header & Footer**

#### **To add a new header & footer, please do the following:**

With a document open in the application window, do the following:

1. Choose **Organize > Header & Footer > Add**.
2. Specify the Font and Margin settings and type the text of header & footer in the text boxes in the “Add Headers and Footers” dialogue box.
3. (Optional) You can insert page numbers, the filename, or the current date to the text of header & footer. Click in a text box, select a corresponding option and click **Insert**. To change the formatting, click **Page number and date format**. To specify the page range where you want to add the header & footer, click **Page Range Options....**
4. Click **OK** to activate the operation.

#### **To update the header & footer, please do the following:**

1. Choose **Organize > Header & Footer > Update**.
2. Update the content in the “Update Headers and Footers” dialogue box.
3. Click **OK** to activate it.

#### **To remove the header & footer, please do the following:**

To remove the header and footer from the current document, choose **Organize > Header & Footer > Remove All**. Click “Yes” in the pop-up message box.

### **Background**

#### **To add a new background, please do the following:**

1. Open a document where you want to add a background and choose **Organize > Background > Add**.
2. Edit the background in the “Add Background” dialogue box.

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- 1) Choose one color as the background, or add the file from your computer via clicking the browse button. If the file has many pages, you can select one of them.
  - 2) Set the appearance by choosing the rotation degree and the opacity. To resize the background in relation to the PDF page dimensions, select **Scale relative to target page** and enter a number in the percentage box. Click "Appearance Options" to set when to display the background.
  - 3) Set the vertical and horizontal distance between the target page and the background.
  - 4) Choose the page range to play the background. You can select all pages or specify the page range, or choose even pages or odd pages via clicking the right items in the subset list.
  - 5) Check or uncheck the **Show Preview** option to preview the changes or not.
3. Click **OK** to activate it.

### **To update the background, please do the following:**

1. Choose **Organize > Background > Update**.
2. Update the content in the "Update Background" dialogue box.
3. Click **OK** to activate it.

### **To remove the background, please do the following:**


To remove the background from the current document, choose **Organize > Background > Remove All**. Click "Yes" in the pop-up message box.



## **Watermark**

### **To add a new watermark, please do the following:**

1. Open a document where you want to add a watermark and choose **Organize > Watermark > Add**.
2. Edit the watermark in the "Add Watermark" dialog box.
  - 1) You can create a text watermark or an image watermark.
    - To create a text watermark, input the text as the watermark. Then choose the font, size, and color for the text watermark.

- To create an image watermark, click the **Browse** button, select an image file from your computer as the watermark. You can also browse a PDF file and select one page from the PDF as the watermark. To resize the watermark in relation to the original image size, select **Absolute Scale** and enter a number in the percentage box. (**Note:** *The **Absolute Scale** option is available only when the **Scale relative to target page** option is not selected in the next step.*)

**Note:** You are allowed to import a watermark profile (an XML file) and apply it to your document by clicking the **Import watermark** icon  at the top of the dialog box.

- 2) Set the appearance by choosing the rotation degree and the opacity. To resize the watermark in relation to the PDF page dimensions, select **Scale relative to target page** and enter a number in the percentage box. Click “Appearance Options” to set when to display the watermark.
    - If you choose the “appear behind page”, the page content will obstruct your view of some part of the watermark.
    - If you choose the “appear on the top of page”, the watermark will cover some content, but you can adjust it via setting the opacity of the watermark.
  - 3) Set the vertical and horizontal distance between the target page and the watermark.
  - 4) Choose the page range to play the watermark. You can select all pages or specify the page range, or choose even pages or odd pages via clicking the right items in the subset list.
  - 5) Check or uncheck the **Show Preview** option to preview the changes or not.
3. (Optional) Click **Save Settings** at the top of the dialog box, and save your current watermark settings as a profile after naming it. You can reuse the watermark by selecting the profile directly from the **Saved Settings** menu. To delete the saved watermark, select it from the **Saved Settings** menu, and click the **Delete watermark** icon  next to the **Save Settings** button. You can also export the saved watermark by clicking the **Export watermark** icon .
4. Click **OK** to activate it.

### **To update the watermark, please do the following:**

1. Choose **Organize > Watermark > Update**.
2. Update the content in the "Update Watermark" dialogue box.
3. Click **OK** to activate it.

### **To remove the watermark, please do the following:**

To remove the watermark from the current document, choose **Organize > Watermark > Remove All**. Click "Yes" in the pop-up message box.

## **Bates Numbering**

### **What's Bates Numbering?**

Bates numbering is used in the legal, medical, and business fields to place identifying numbers and/or date/time-marks on images and documents. These numbers may be solely numeric or may contain a combination of letters and numbers. It is a unique serial number attached to every page of a document collected and is also a method of indexing legal documents for easy identification and retrieval.

### **Add Bates Numbering**

1. Choose **Organize > Bates Numbering > Add**.
2. In the "Add Bates Numbering" dialog box, add files or opened files by clicking **Add Files** or **Add Open Files**.
3. (Optional) In the files list, you can change the order in which Bates numbers are assigned. You can reorder the files by Name /Size/Modified Time by clicking the corresponding column name. Alternatively, reorder the files manually as desired by clicking the **Move Up/Down** button, or by dragging and dropping the file in the list. Select a file and click the **Remove** button to delete it, if necessary.
4. Click **Output Options**. Here, you can set the name for the output file in the dialogue box. Click **OK** to exit the box after completing these settings.

***Tip:** When naming output files, if you select **Add to original file names**, you can enter the string "%BATES\_NUMBER\_KEY%" in the Insert Before or Insert After boxes to add the range of Bates number to the filenames (e.g., "0001-0020[original document name].pdf").*

5. Click **OK** and a dialog box to add Headers and Footers will pop up for you to insert Bates Numbering on the PDF documents.



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6. Select **Bates Number** in the **Macro** menu, and then click **Insert**.
7. Another dialog box will appear for setting the number of digits (any number from 3 to 15), the increment, the start number, rotate angle and the prefix/suffix, if needed. (***Tip:** Setting the value of the increment to a negative number reverses the order of the Bates numbering.*) Click **OK** to finalize the setting.
8. Click **OK**.

### **Remove Bates Numbering**

Choose **Organize > Bates Numbering > Remove All**.

## **Change the format of page numbering**

If your PDF file contains front matter likes document cover and copyright page, the page numbers on the document pages (i.e. the printed page number) may not start from the document cover but from the body pages. You may need to synchronize the page numbers displayed below the page thumbnails in PDF viewers with the printed page numbers. Foxit PDF Editor Cloud enables users to change the format of page numbering displayed in PDF viewers to meet different needs.

To change the format of page numbering, please do as below:

1. Click **Organize > Format Page Numbers**. Or right-click a page thumbnail and select **Format Page Numbers....**
2. In the Page Numbers dialog box, specify a range of pages you want to number and set the style of page number and the number you want to start at. You can also add a prefix to the number, like adding a letter "P" before the number. You can preview the result in the **Sample** at the bottom of the dialog box.
3. If you need to continue the numbering sequence from previous pages without interruption, please check **Extend numbering used in preceding section to selected pages**.
4. Click **OK** to finish.

**Note:** Make sure the **Use logical page numbers** option is enabled in **File > Preferences > Page display** to display the customized page numbering.

# Chapter 7 – Comment

Foxit PDF Editor Cloud provides you with various commenting tools to add comments in PDF documents. Comments can be notes or drawings that are intended as an opinion, an explanation, an illustration, or a statement of fact or opinion, especially a remark that expresses a personal reaction or attitude. You can type a text message or add a line, circle, or other shape to make comments on PDFs you are reading with Foxit PDF Editor Cloud commenting commands. You can also edit, reply, delete, and move the comments with ease.

## Commenting tools





There are various annotation tools with different functions for you to choose: Text Markup Tools, Pin Tools, Typewriter Tools, Drawing Tools, Measure Tools and Stamp Tools. You can add different comments by selecting the annotation tools from the Comments tab or Toolbar.

**Note:** If you want to add multiple comments without reselecting the same tool, you can check **Keep Tool Selected** in the **Comment** tab.



## Text Markup Tools

You can use Text Markup tools to indicate where text should be edited or noticed. Text Markups fall within the comments category and can be made visible/invisible by clicking **Comment > Manage Comments > Comments > Show All/ Hide All**. They do not change the actual text in the PDF. Instead, they indicate which text should be deleted, inserted, highlighted or underlined. Text Markup tools include Highlight, Squiggly, Underline, Strikeout, Replace, and Insert.

### Text Markup Tools

Button	Tool Name	Description
	Highlight	To mark important passages of text with a fluorescent (usually) marker as a means of memory retention or for later reference.
	Squiggly Underline	To draw a squiggly line under. Similar to the Underline command.
	Underline	To draw a line under to indicate emphasis.
	Strikeout	To draw a line to cross out text, making others know the text is deleted.

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	Replace Text	To draw a line to cross out text and provide a substitute for it.
	Insert Text	A proofreading symbol (^) used to indicate where something is to be inserted in a line.

**Tip:** You can use the **Area Highlight** command in the **Comment** tab to mark any area in the document with a highlight color. To do this, with the command selected, click and drag across a region in the document as needed. For details on how to change the appearance of markups added with the **Area Highlight** command or remove the markups, please refer to the related instructions on text markup comments.


### Add a text markup comment

1. In the **Comment** tab, select a type of text markup. Then click and drag from the beginning of the text you want to mark up. (**Tip:** After adding text markups with the **Highlight**, **Underline**, **Strikeout**, **Squiggly Underline**, or **Replace Text** tool, you can still drag the handle at the beginning or end of the text to adjust the text range you have selected.)
2. (Optional) Add a text message to the text markup comment. If you have opened the **Comments** panel, the text field associated with the text markup will be activated automatically in the **Comments** panel for you to input a text message right after you create a text markup. You can also follow the steps in "[Open pop-up notes](#)" to open the pop-up note on the document pane to input a text message.


#### **Tips:**

1. At any time, you can add or edit a text message in a text field in the **Comments** panel after double-clicking the corresponding comment in the **Comments** panel.
2. If you want to add the selected text in PDF document to the pop-up notes of text markups automatically, please go to **File > Preferences > Commenting** and check the **Copy selected text into Highlight, Squiggly Underline, Underline, and Strikeout comment pop-ups** option.
3. (Optional) If you need to format the text in the pop-up note, select the text and choose the desired option in the **Format** tab in the right panel.
4. (Optional) After inputting the text message, click anywhere outside the pop-up note (or click the  icon in the **Comments** panel) to confirm your input. And if necessary, follow the steps in "[Close pop-up notes](#)" to close the pop-up note.
5. (Optional) Change the appearance of a text markup comment. When you select a

## **Chapter 7: Comment**

text markup comment, you will find a toolbar floating around the comment. Select the **Switch color** icon  on the floating toolbar to change the color for the comment. Or, you can change the appearance of text markup comments in the **Format** tab that appears in the right panel when you select a comment or are making a comment.

### **Tips:**

1. When the **Format** tab in the right panel is closed or hidden, you can click the **Display comment format panel** icon  on the floating toolbar of an existing markup.
2. By default, the floating toolbar appears right after you create a comment. If you do not want the floating toolbar to appear upon a comment creation, please go to **File > Preferences > Commenting**, and deselect the **Pop up floating toolbar after comments created** option.

## **Remove a text markup comment**

Do one of the following:

- Select the **Hand** command, **Select Annotation** command, or the corresponding Text Markup command > click the markup > press the **Delete** key.
- Select the **Hand** command, **Select Annotation** command, or the corresponding Text Markup command > right-click the markup > choose **Delete** from the pop-up context menu.
- Choose **Delete** from the **Options** menu of the pop-up note.

## **Pin Tools**

You can use pin tools to add comments by adding notes and attaching a file. A note comment leaves a note icon on the page where you placed it, and a [pop-up note](#) for your text message. Using the **File** command, you can attach a file in the document as a comment.

## **Add a Note Comment**

1. To add a note comment, please click the **Note** command in the **Comment** tab,

## **Chapter 7: Comment**

- click where you want to place the note.
2. Add a text message to the Note comment and change the appearance of the Note comment. See also [Add a text markup comment](#).
  3. Click and drag the title bar of the pop-up note to move its position.

### **Remove a note comment**

Do one of the following:

- Select the **Hand** command, **Select Annotation** command, or the corresponding commenting tool > click the note icon > press the **Delete** key.
- Select the **Hand** command, **Select Annotation** command, or the corresponding commenting tool > right-click the note icon > choose **Delete** from the context menu.
- Choose **Delete** from the **Options** menu of the pop-up note of the comment.

### **Add a file as a comment**

For how to add a file as a comment and work on it, please refer to [File Attachments](#) in Chapter 5.

## **Typewriter Tools**

The Typewriter tools include Typewriter, Callout, and Textbox.

### **Typewriter**

You can use the Typewriter command to add comments anywhere on a PDF.

I'm using the Typewriter Tool.

*A Typewriter comment*

#### ✧ **Add comments with Typewriter**

- Choose **Comment > Typewriter**.
- Click on the area to type any text you want. The **Format** tab appears in the right panel for you to specify the font format, add bulleted/numbered lists to paragraphs, align text, etc. See also the buttons in [the Text Style group](#) in the

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### **Format tab.**

- Press **Enter** if you want to start a new line.
- To finish typing, click anywhere outside the text you have inputted.

***Tip:** It's easy to copy-and-paste text to PDF document as a typewriter annotation from a text document or webpage.*


### ✧ **Editing the typewriter comment**

To edit the typewriter comment, do either of the following:


- On the document pane, double-click the comment with the Hand command, Select Annotation command, or the Typewriter command to activate the text field. Then follow the steps in "[Adding Comments with Typewriter](#)" to edit the text.
- In the **Comments** panel, double-click the comment that you want to edit. Then edit the text in the activated field, and click the  icon.

***Tip:** When you select a typewriter comment, you will find a toolbar floating around the comment, which allows you to copy the selected typewriter comment, change the font size, and open/close the **Format** tab.*

### ✧ **Move the typewriter comment**

1. Select the Hand command, the Select Annotation command, or the Typewriter command.
2. Click on the typewriter comment.
3. The cursor turns to a four-way arrow  when hovering over the comment. Hold down the mouse and drag the typewriter comment to the intended place.

### ✧ **Delete the typewriter comment**

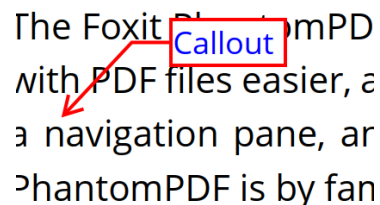
1. Select the Hand command, the Select Annotation command, or the Typewriter command.
2. Click on the typewriter comment.
3. The cursor turns to a four-way arrow  when hovering over the comment. Click on the comment and press the **Delete** key. Or, right-click the comment and choose **Delete** from the pop-up context menu.

## Callout and Textbox

Callout and Textbox are designed for users to create comments in a callout text box or a box.


A callout text box contains a text box and an arrow, which is especially useful when you want to single out (but not obscure) a particular area of a document.

The Foxit PDF Editor Cloud makes it easier to work with PDF files easier, and is org a navigation pane, and a stati PhantomPDF is by fan



A textbox is a rectangle of any size, possibly with a border that separates the text box from the rest of the interface, allowing the user to input text information. A text box usually remains visible on the document page. It doesn't close like a pop-up note.

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## Workspace Basics

**Note:** Callout text boxes and Text boxes allow for horizontal text only.


### ✧ Add a callout or textbox

- Choose **Comment > Callout/Textbox**.
- Click the place where you want to insert the callout or text box. The **Format** tab appears in the right panel for you to specify the font format, add bulleted/numbered lists to paragraphs, align text, etc. See also the buttons in [the Text Style group](#) in the **Format** tab.
- Type the text. Text wraps automatically when it reaches the right edge of the box.

### ✧ Resize, move, edit or delete a callout or textbox

Select the Hand command, the Select Annotation command, or the corresponding annotation tool, and do one of the following:

## **Chapter 7: Comment**

- To resize the callout or textbox, select it and drag any of the sizing handles to resize it.
- To move a textbox comment, click on it (the cursor changes to a four-way arrow ) , and drag it to the intended place.
- For a callout comment, select it, then drag the text box to move the text box only, drag the line with the arrow to move the entire callout, or drag the arrow only to move the arrow to the position you want to point to.
- To edit the text in the callout or text box, please refer to "[Editing the Typewriter Comment](#)".
- To change the appearance of a callout or textbox comment, select it and use the formatting commands on the floating toolbar or in the **Format** tab.
- To delete the callout or textbox, select it and press **Delete**, or right-click it and then choose **Delete**.


## **Drawing Tools**

Drawing Tools allow you to mark up a document with rectangles, ovals, polygons, clouds, arrows, lines, polylines, etc. It is quite useful when you have to make some shapes to mark the text or image.

### **Add a drawing markup comment**









1. In the **Comment** tab, select a type of drawing markup. Then click and drag to make a shape you want to mark up.
2. (Optional) Sizing handles (small circles or squares) appear at the corners and sides of a selected drawing markup. You can drag these handles to change the size and shape of the markup.
3. (Optional) When you select a drawing markup comment, you will find a toolbar floating around the comment, which allows you to change the color of the comment quickly. Or you can change the appearance of drawing markup comments in the **Format** tab that appears in the right panel when you choose a drawing markup tool.
4. (Optional) To add a text message in the pop-up note for the markup, refer to [Text Markup Tools](#) for details.

### **Drawing Tools**

Button	Tool Name	Description
	Rectangle	To draw a four-sided plane figure with four right angles. Press



## Chapter 7: Comment

		the Shift key to draw a square.
	Oval	To draw an oval shape or a circle with pressing the Shift key.
	Polygon	To draw a closed plane figure bounded by three or more line segments.
	Cloud	To draw cloud shapes.
	Arrow	To draw something, such as a directional symbol, that is similar to an arrow in form or function.
	Line	To mark with a line.
	PolyLine	To draw an open plane figure with three or more line segments.
	Pencil	To draw free-form shapes.
	Eraser	An implement, acts as a piece of rubber, used for erasing the pencil markups.

### To draw a rectangle

1. Choose **Comment > Drawing > Rectangle**.
2. Click and drag across the region in the document where you want to create the drawing. Press the Shift key to draw a square.

### To draw an oval shape

1. Choose **Comment > Drawing > Oval**.
2. Click and drag across the region in the document where you want to create the drawing, or draw a circle with **Shift**.

### To draw a polygon or polyline



1. Choose **Comment > Drawing > Polygon** or **PolyLine**.
2. Click and drag the cursor, and click again at the desired location to draw a straight line.
3. Move the cursor and click once at each position where you want a new line segment to appear.
4. (Optional) While drawing, right-click a point and choose **Cancel Drawing Markup** from the context menu to discard the drawing.
5. To end a polyline, double-click the last point to complete the drawing. To end a polygon, do either of the following:
  - Right-click a point and choose **Complete Drawing Markup** from the context menu (or directly double-click a point) to draw the second-to-last line of the polygon, and an additional line will be automatically drawn from this point to the start point to close the polygon.

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- Double-click the start point to finish the drawing.

### **To draw a cloud shape**

1. Choose **Comment > Drawing > Cloud**.
2. Click to create the start point, move the pointer, and click once where you want a new segment to appear.
3. (Optional) While drawing, right-click a point and choose **Cancel Drawing Markup** from the context menu to discard the drawing.
4. To finish drawing the shape, double-click the last point, or right-click the last point and choose **Complete Drawing Markup** from the context menu.

**Note:** If you draw a cloud shape in a counterclockwise direction, the cloud comes out inward . If you draw the lines forming the shape in a clockwise direction, the cloud is created with the points outward .

### **To draw a line or an arrow**

1. Choose **Comment > Drawing > Line** or **Arrow**.
2. Click and drag across the region in the document where you want to create the drawing.

**Tip:** To draw a line or an arrow in horizontal, vertical, or at a 45-degree angle, press **Shift** as you draw.

### **To draw with the Pencil and Eraser tools**




You can use the **Pencil** tool to create free-form drawings as you draw on a piece of paper, and the **Eraser** tool acts as an eraser to allow you to remove the drawings you create with the **Pencil** tool.

### **Edit, resize, move, or delete a drawing markup**

Use the Hand command, the Select Annotation command, or the corresponding Drawing Tool to select a drawing markup.

- To edit the drawing markup, right-click it, select **Properties** and do settings as needed. Or you can edit it using the **Format** tab.
- To resize the drawing markup, select it, and drag one of the handles to make your adjustments. **Tip:** For markups that are drawn with the **Rectangle** or **Oval** command, you can resize multiple markups at the same time. To do this, select multiple markups

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*you want to resize, and then right-click the anchor markup (the markup whose sizing handles are solid/active squares) > **Size > Height/Width/Both**, or open the **Format** tab in the right panel and then choose , , or . And you'll see that the height/width/height and width of the selected markups is resized to be the same as that of the anchor markup.*

- To move the drawing markup, select it and drag it to the target place.
- To add or edit a text message for the drawing markup, see the instructions for [adding a text markup comment](#).
- If you draw a line or arrow, you can enable the comment to be shown on the line or arrow by checking **Show text in line** in the line properties box.
- Check **Set Current Properties as Default** in the properties box so that the current settings can be applied next time by default.
- To delete a drawing markup, see the instructions for [removing a text markup comment](#).

### **Group the markups**

Grouping drawing markups enables you to combine them so that you can work with them as though they were a single object. You can move or delete the group, set its status, change its appearance, etc.

Select the Hand command or the Select Annotation command, and do one of the following:

- To group/ungroup markups, select the markups you want to group/ungroup by pressing Ctrl > right-click on one of the selected markups, and then choose **Group/Ungroup**.
- To work with a group, select one of the markups and then work with the group as other comments.

### **Measure Tools**

The Measure Tools enable you to measure distances and areas of objects in PDF documents. The measure tools are especially useful when you need to know the distances or areas associated with objects in a form or computer-aided design (CAD) drawing or when you want to measure certain areas of a document before sending to a professional printer. The measure tools are available to users only if the PDF creator enables measuring functionality.

When you use a measure tool, the tool dialog box displays the measurements of the

line segments you draw.

## Measuring the objects





- Select **Measure > Distance** in the **Comment** tab to measure the distance between two points. While measuring the distance, you can specify whether to show the default leader on both side of the measurement points or not in [Measuring Preferences](#). Click the first point, move the pointer to the second point, and click again. If you choose to use the default leader, move your mouse to determine the leader length, and then click on the document again to finish measuring. The measurements will appear on the page.
- Select **Measure > Perimeter** in the **Comment** tab to measure a set of distances between multiple points. Click the first point to start, and then click each point you want to measure. Double-click the last point to end measuring. (*Tip: When you move the cursor to a position toward the first point, a small red circle will appear at the first point, which allows you to click on the first point to end measuring and measure a closed perimeter.*)
- Select **Measure > Area of Polygon** in the **Comment** tab to measure the area within the line segments that you draw. Click the first point to start, and then click each point you want to measure. After you have clicked at least two points, click the first point or double-click the last point to complete the area measurement.
- Select **Measure > Area of Circle** in the **Comment** tab to measure the area of circular objects in PDF files. Click and drag to draw an oval (or use **Shift + drag** to draw a circle) across the object that you want to measure, and release your mouse to complete measuring.

**Note:** When measuring with the **Distance**, **Perimeter**, or **Area of Polygon** command, you can hold down **SHIFT** to snap the two points horizontally, vertically, or diagonally (in 45 degrees). You can also choose to complete or cancel measurement by right-clicking the measurement and choosing options from the context menu.


After you select the measuring tool, the **Format** tab appears in the right panel, which allows you to calibrate the scale ratio, snap measurement, export measurement markup, etc.


- If your PDF file includes embedded scale ratio, you can measure distance/perimeter/area using the embedded scale ratio. Before that, you need to select the **Use Scale and Units From Document (When present)** option in **File > Preferences > Measuring**. Then all the following measuring will use the embedded scale ratio. To calibrate the scale ratio for your document for an accurate result, choose either method of the following:


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- With the **Use Scale and Units From Document (When present)** option selected:
  - 1) Choose **Calibrate**  from the **Format** tab and then click the two points of the line whose actual length has already been known. (*Tips: When drawing, you can hold down **SHIFT** to snap the two points horizontally, vertically, or diagonally. You can also click **Snap to Paths**  in the **Format** tab to capture the path in the page.)*
  - 2) When the second point is selected, the **Calibration** dialog box pops up.
  - 3) Type the actual length that the line represents and choose the appropriate unit, which will set a new scale ratio.
  - 4) (Optional) If you already have the correct scale ratio, directly define the measurement value and choose the appropriate unit in the **Format** tab.
  - 5) Then in the pop-up **Calibration** dialog box, click **Store Scale in Page** to apply the new scale ratio to the current page, or click **Apply to All Pages** to apply it to all pages (Or click the  icon in the **Format** tab to apply the new scale ratio to the current page or all pages). The new scale ratio will be embedded into the page or all pages respectively, replacing the original embedded scale ratio.
  - 6) As the scale ratio is embedded into the document, the measurements in the document change accordingly.
- With the **Use Scale and Units From Document (When present)** option unselected, directly define a custom scale ratio in the **Format** tab, or click **Calibrate**  in the **Format** tab to define a new scale ratio. The defined scale ratio will only be applied to the current page.
- Check **Show result information** in the **Format** tab if you want to see the current measuring result, including real distance, angle, horizontal and vertical position, etc.
- Check **Measurement markup** in the **Format** tab to add and show the measurement lines you draw in the PDF file. When this option is checked, you can add a label to measurement markups either by using the one specified in [measuring preferences](#) or inputting a new one in the **Add Label** box. The label for Distance markup will be shown in the distance measurement line, while the label for Perimeter and Area markups will be shown in their pop-up notes. When you put the pointer over the measurement markups with the Hand command selected, you can also view the measurement result and label.
- Check **Rulers** in the **Format** tab to show the rulers.
- Choose one or more snapping types from the **Format** tab. For precise measurements, position the key points when moving the cursor.


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**Snap to Endpoints** : a small red circle will appear at the endpoint of the path when moving the cursor toward the end of the path.

**Snap to Midpoints** : a small red triangle will appear at the midpoint of a path when moving the cursor over the path.

**Snap to Paths** : the cursor will automatically change to a red square box on a path when moving the cursor over the path.

**Snap to Intersections** : a small red cross will appear at the intersection of two paths when moving the cursor over the point of two intersecting paths.

- Choose **Export to Excel**  from the **Format** tab to save all the measurement information in your PDF to a CSV file.

**Note:** The object you draw will disappear when the Measurement Markup is deselected in the Distance dialog box.

### **Working on the measurement markup**

After you complete the measurement, you are able to do further operations on it, such as move, resize, flip, and even work on it the way you work on comments.

#### **1. Moving the measurement markup**

- 1) With the Hand command or the Select Annotation command selected, click the measurement markup you want to move.
- 2) Place the cursor over the object, hold and drag the mouse to move it to the intended place.
- 3) (For distance measurement markups only) To move the label as well as the measurement result shown on the distance measurement markup: click on the text shown on the markup > drag the label directly to a desired position.

#### **2. Changing the length and orientation of the distance measurement markup**

- 1) With the Hand command or the Select Annotation command selected, select the measurement markup. Move the cursor over one of the handles (the small circles or squares) at the endpoints of the markup.
- 2) Hold and drag the mouse to change the length and orientation of the distance measurement markup.

#### **3. Flipping the distance measurement markup and the result**

- 1) Select the Hand command or the Select Annotation command.

- 2) Right-click the markup you draw > select **Flip**.

## Working on Measurement Markups as Comments

The measurement markups can also be used as comments. You can set the status, open pop-up notes, delete them, reply to the markups, change the properties, and set the current properties as default.



**Note:** To show measurement markup and the measurement results, right-click on the object you draw, and choose **Properties** > **Appearance** > then check **Show text in line**.

For information on how to work on the measurement markups as comments, please refer to the corresponding sections in “Chapter 7 – Comments”.



## Change the appearance of measurement markups

Foxit PDF Editor Cloud provides multiple ways to change the appearance of measurement markups. When you select a measurement markup, a toolbar will float above the measurement markup for you to quickly change the line color. You can also go to the **Format** tab in the right panel and the **Properties** dialog box to specify more advanced settings. If you change the appearance through the **Format** tab, Foxit PDF Editor Cloud will save the properties and apply them to any new measurement markups as well. If you change the appearance via the **Properties** dialog box and do not check **Set Current Properties as Default** option in the dialog, Foxit PDF Editor Cloud will only apply the properties to your currently selected markup.

### ✧ Change the appearance through the Format tab

- Select the Hand command or Select Annotation command.
- Click the measurement markup that you want to change the appearance, and then the **Format** tab will appear in the right panel.
- Do any of the following as needed:
  - Change the line color: Select one of the preset colors in the **Shape Style** group, or click the Custom Color button  to modify the preset style or customize a new style.
  - Change the opacity: Drag the **Opacity** slider to change the opacity.
  - Set the fill color: Click the **Fill Color** button , then choose a desired color from the color palette.

## **Chapter 7: Comment**

- Change the line width: In the **Line Width** field   , input a value, or select the desired value from the drop-down list.
- Change the dash type: Click the **Dash Type** button  , and then select a dash type as needed.
- Change the shape for the start/end of the line: Select the desired shape in the **Start of line** or **End of line** group.

### ✧ **Change the appearance via the Properties dialog box**

- Select the Hand command or Select Annotation command.
- Right click the measurement markup that you want to set the appearance, and then select **Properties** from the context menu. See also [Change the appearance of comments in the Properties dialog box](#).

## **Arrange the measurement markups**

When you select two or more measurement markups, you will find a toolbar floating around the markups. Click the corresponding buttons directly to arrange, align, or distribute the selected measurement markups. You can also find the Arrange/Alignment/Distribute buttons from the **Format** tab in the right panel or the context menu after you right-click them. For more information about the buttons, please refer to [Arrange comments](#).

## **Stamps**

The Stamp Tools in Foxit PDF Editor Cloud are a group of advanced tools that enable you to stamp content and watermarks into a PDF document. Foxit PDF Editor Cloud supports image stamps with various image formats (JPEG, GIF, BMP, WMF, etc.) and PDF file stamps. You can either create dynamic stamps which can obtain information from your system including name, date and time, or import existing dynamic stamps. Stamping PDF files is a very useful feature especially when you need to give reviewers some advices about the document's status or sensitivity.

### **Stamp a PDF**

You can choose from a list of predefined stamps, or create custom stamps before stamping a PDF. All the stamps that you import or create are listed in the drop-down menu of the Stamp command and Stamps Palette. To apply a stamp, please do the



## **Chapter 7: Comment**

following:

1. Choose **Comment > Stamp** > choose a stamp from the menu. In the Stamps window, select a category from the menu, and then select a stamp.
2. The cursor changes into a rectangle with the appearance preview of the stamp. Click on the position where you want to place the stamp, or drag a rectangle on the document page to define the size and placement.

### **Notes:**

1. *All the stamps that you import or customize will be listed after you click **Stamp** button, you can choose directly a stamp from the menu.*
2. *The date format shown on the dynamic stamp is the same as that you set in your system.*

## **Create a Stamp**

You can create custom stamps and dynamic stamps.

### ✧ **Creating a Custom Stamp**

1. Choose **Comment > Custom Stamp > Create Custom Stamp**.
2. In the **Create Custom Stamp** dialog box, click **Browse...** and choose an image file or a PDF file. If the selected file contains multiple pages, you can drag the scrollbar to select a page.
3. For Category, type a new category name or choose an existing category from the drop-down list, name the stamp, and then click **OK**.

**Note:** *If the stamp you choose is an image file, you can adjust the opacity of the image via dragging the scrollbar as needed. By default, Foxit PDF Editor Cloud will create transparent stamps from images with a white background.*

## **Import stamps**

Sometimes, you may need to reuse the customized stamps created with desktop applications, such as Foxit PDF Editor for Windows/Mac. You are able to import these stamps into Foxit PDF Editor Cloud. To do so, follow these steps:

1. Choose **Comment > Custom Stamp > Import Stamp**.
2. In the pop-up dialog box, select the stamp file you want to import and click **Open**. **Tip:** *Customized stamps created with desktop applications are usually saved as stamp files. For instance, in Foxit PDF Editor for Windows Subscription Release, you can find stamp files in the following path:*

## **Chapter 7: Comment**

C:\Users\UserName\AppData\Roaming\Foxit Software\Continuous\Foxit PDF Editor\Stamps\User Stamps.

3. Once imported successfully, the stamps will be displayed in the menu that appears when you click **Comment > Stamp**. You can then utilize them in your PDFs as needed.



### **Manage a stamp**

To manage a stamp, please do the following:

- Choose **Comment > Custom Stamp > Manage Stamps**, open **Management Custom Stamps** dialog box, and select a stamp.
- Click **Custom Stamp** to create a stamp. Please refer to [Creating a stamp](#).
- Click **Delete** to remove the stamp.

**Note:** Deleting a custom stamp category will delete all stamps that are subordinate to it.

#### ✧ **Undo/Redo a Stamp**

To undo/redo a Stamp, please click the undo button  and redo button  on the Quick Access toolbar.

#### ✧ **Resize/move a stamp**

- Select the Hand command or the Select Annotation command.
- To resize a stamp, select it, and drag one of the handles to make your adjustments.
- To move a stamp, select it to drag.
- To add a pop-up note to a stamp, select it and double-click the stamp. See also "[About pop-up notes](#)".

#### ✧ **Rotate a stamp**

- 1) Select the Hand command or the Select Annotation command.
- 2) Select the stamp(s) that you want to rotate, and you will find the rotation handle at the top of the selected stamp(s).
- 3) Drag the rotation handle to rotate the selected stamps at any degree.

#### ✧ **Delete a stamp**

Do one of the following:

- Select the stamp you want to delete and then press the **Delete** key.

- Right-click on the stamp, and choose **Delete** from the Context Menu.

## **Set Favorite Stamps**

- Choose **Comment > Custom Stamp > Set Favorite Stamps...**
- Select a stamp in **All Stamps** panel, and then click **Add to Favorite**, then the stamp you select will be added to Favorite Stamps panel.
- To remove a stamp from **Favorite Stamps** panel, select the stamp you want to remove and then click **Remove from Favorite**.

## **Accounting Calculator**

The Accounting Calculator tool in Foxit PDF Editor Cloud gives you an easy way to have efficient paperless workflows. When preparing some digital workpapers (such as expense reports) or if you are an accountant and tax preparer, you can not only do calculations with the tool, but also add the electronic calculator tapes to your PDFs as annotations, the same way you did on paper.

1. Open your PDF document in Foxit PDF Editor Cloud, and choose **Comment > Accounting Calculator**.
2. The calculator window pops up. You can see the calculator keypad on the left, the calculator tape area on the right, and the related buttons on top of the window. The functionality of the calculator is very similar to most hand-held calculators.
3. (Optional) Before doing your calculation, do the following settings with the buttons as needed:
  - **Reset**: reset the calculator to the default settings.
  - **Undo/Redo**: undo or redo your last action.
  - **Date Time**: specify whether to show the current date and time on the calculator tape.
  - **Add Line/Del Line**: click **Add Line** to insert a blank row above the currently selected row in the existing tape and then you can double-click the cells in the newly-added row to enter a value and choose an operator. Or click **Delete Line** to delete a row that you want to delete from the tape. As you insert or delete a row, the calculation result updates automatically.
  - **Clear Tape**: discard all the current calculations and then you can start a new one.
  - **Decimal**: specify the number of displayed or rounded decimal places (i.e., the number of digits of the decimal part).
  - **Rounding**: specify the rounding method for the decimal part. For example, with the **Decimal** set to 2 above, the following table shows the different results of different rounding methods.


Number	Rounding Method	Result
8.330	Rounding Up/Down	8.34 (Rounding Up)  8.33 (Rounding Down)
8.331		
.....		
8.338		
8.339		
8.330	Rounding	8.33
8.331		
.....		
8.334		
8.335	Rounding	8.34
8.336		
.....		
8.339		

- (Optional) Double-click a cell in the Comment column in the tape to add a description for the calculated item. You can also double-click the cells in the Amount and Op columns to make changes as needed.
- When you complete the calculation, you can type the name for the tape in the textbox above the calculator tape area, and save the tape to the document by clicking the **Create Tape** button.
- The digital calculator tape is added to the document as a Textbox comment.
- (Optional) To modify the tape, right-click the tape in the document and choose **Edit Calculator Tape** from the context menu. Make necessary edits to the tape in the calculator window and click the **Complete** button when you finish. Select **Yes** in the pop-up dialog box if you want to update the creation time of the tape at the same time.

## About pop-up notes

Most comments include a pop-up note associated with them. You can type text message in their pop-up notes to communicate ideas or provide feedback for the document (See also [Reply to comments](#)). This type of pop-up note also includes an **Options** button which provides various options for more actions. (**Note:** For all types of comments except the Eraser comment, when you put the cursor over them, a message note appears showing the information about the comment like the author, the text he typed, or the name of the file attachment.)

Sometimes pop-up notes are hidden or closed. To open pop-up notes, select the **Hand** command, **Select Annotation** command, or the corresponding commenting tool, and then do any of the following:

- Click on the comment, and select the **Edit note** icon  on the toolbar floating above the comment to open its pop-up note.
- Double-click the comment. **Note:** When the **Comments** panel is hidden, double-clicking the comment opens (or closes) the pop-up note on the document pane. With the **Comments** panel open, double-clicking the comment activates the text field associated with the comment in the **Comments** panel for you to add or edit the text message in the pop-up note. However, for a file attachment comment, double-clicking the file attachment icon opens the file attachment (if you have permissions), whether the **Comments** panel is hidden or open.
- Right-click the comment, and choose **Open Popup Note** to open the pop-up note of the selected comment or **Open All Popups** to open the pop-up notes of all the comments in the document.
- Click **Comment > Manage Comments > Popup Notes > Open All** to open the pop-up notes of all the comments in the document.

To close or hide pop-up notes, select the **Hand** command, **Select Annotation** command, or the corresponding commenting tool, and then do any of the following:

- Click the **Close** button on the pop-up note.
- Make sure that you have closed the Comments panel, and then double-click the comment.
- Right-click the comment, and choose **Close Popup Note** to close the pop-up note of the selected comment or **Close All Popups** to close the pop-up notes of all the comments in the document.
- Click **Comment > Manage Comments > Popup Notes > Close All** to close the pop-up notes of all the comments in the document.

You can adjust the location of a pop-up note to make sure that it does not overlap the contents. To move a pop-up note, directly drag it to the desired position.

**Note:** If you choose **Comment > Manage Comments > Comments > Hide All**, all comments in the document along with their associated pop-up notes will be hidden; choose **Comment > Manage Comments > Comments > Show All**, all comments in the document along with their associated pop-up notes (except any you had closed) will reappear.

## Change the appearance of comments in the Properties dialog box

You can change the color and appearances of comments or markups after you create them by right-clicking the comment and choosing **Properties**. Also, you can set the

## Chapter 7: Comment

new look as the default appearance for that tool.

In the **Properties** dialog box for each comment, there are two options:

- Check **Locked** at the bottom of the Properties dialog box to prevent the comment from being moved, altered or deleted.
- **Set Current Properties as Default** – check this option to set the current property settings as default so that all the settings can be applied by default next time.

**Note:** You can change the appearance of comments in the floating toolbar, the **Format** tab in the right panel, or the comment properties dialog box. If you change the appearance through the **Format** tab, Foxit PDF Editor Cloud will save the properties and apply them in the new comments as well. If you change the appearance via the **Properties** dialog box and do not check **Set Current Properties as Default** option in the dialog, Foxit PDF Editor Cloud will only apply the properties to your currently selected comment.

## Change the appearance of Note Comments

1. After you create a note comment, right-click the note icon and choose **Properties...**, or click **Options** at the top-right corner of the note pop-up box and choose **Properties...**

2. In the Note Properties dialog box, do any of the following, and then click **Close**:

- Click the Appearance tab to change the color and opacity of the comment.
- Click the Note Type tab to change the type of icon used.
- Click the General tab to change the author's name and subject of the comment.
- Click the Review History tab to see the history of changes people have made to the status of a comment during a review.

See also ["Set a status"](#).

## Change the appearance of Text Markups

- Follow the steps of ["Change the appearance of Note Comments"](#).
- There is no Note Type tab in Text Markups settings.

## Change the appearance of Drawing Markups

In the Properties dialog box, do any of the following, and then click **Close**:

## **Chapter 7: Comment**

- Click the Appearance tab to change such options as the border style, color and opacity. The type of the comment selected determines which options are available.
- Click the General tab to change the author's name and subject of the comment.
- Click the Review History tab to see the history of changes people have made to the status of a comment during a review.

See also ["Set a status"](#).

### **Change the appearance of Typewriter Markups**

In the Typewriter Properties dialog box, do any of the following, and then click **Close**:

- Click the Appearance tab to change the opacity.
- Click the General tab to change the author's name and subject of the comment.
- Click the Review History tab to see the history of changes people have made to the status of a comment during a review.

See also ["Set a status"](#).

### **Change the appearance of a textbox or callout**

Please refer to [Change the appearance of Drawing Markups](#).

## **Managing Comments**

### **View all comments**

The comments panel displays all comments in the PDF so that you can easily find the comments. In addition, it also provides a toolbar with basic options: **Expand All/Collapse All**, **Previous**, **Next**, **Sort By**, **Hide/Show all comments**, **Search box**, and **Filter**.


- The comment is displayed in the pop-up note or on the markup icon and acts as a tooltip when the pop-up note is closed.
- If you input the comment with too many lines, it will only show some of the comment while the rest will be displayed as suspension points when the cursor is moved outside the pop-up note. Click inside the pop-up note to view it with scroll bar.
- Click the **Filter** icon to search specific comments you need by the author, status, type, and more. In the **Filter Comments** dialog box, select a status or author to

## **Chapter 7: Comment**








show the comments that are in the status and made by the author. If you only want to filter the comments by the original author and ignore all the replies, please check **Filter by the original author only** as well. Click **Clear All** to clear all filters.

- The Comments Panel displays all the comments in the PDF without any filter; if you have filtered the comments, only the comments that match the filtering criteria appear in the panel. When you navigate through comments, the selected comment will automatically be kept in sync with the current comment being displayed. And you click on a comment to go to the corresponding comment on the page.

To view comments in the **Comments** panel,


- Click the comments button  in Navigation pane to open the **Comments** panel.
- In the **Comments** panel, there are the following functions to provide you:



- ✧ Search box  - Type a string to search comments that contains the string.
- ✧ Expand All  - Click Expand All button to expand individual comments.
- ✧ Collapse All  - Click Collapse All button to collapse all comments.
- ✧ Previous  /Next  - Browse through the comments. Click the Previous button or the Next button to go to the previous or next comment. The two buttons are unavailable if no comment is selected.
- ✧ Sort By  - you can sort comments by author, page, type, date, status, or checkmark status. In a thread of replies, only first message is sorted, and the reply messages are sorted in the same category as first message. (*Tip: When you sort comments by Page, Foxit PDF Editor Cloud will list comments on the same page based on their positions, from left to right and top to bottom.*)
- ✧ Show/Hide all comments  - you can show/hide all comments in the PDF document. (To show/hide all comments on the Comments panel, you can also choose **Comment > Manage Comments > Comments > Show All/ Hide All.**)



**Tips:**

1. The page on which a comment is located is kept in sync with the selected comment in the **Comments** panel. To go to the page where a comment is located, simply click the comment in the Comments panel.
2. Click on a comment in the **Comments** panel, and the  icon appears. Clicking the icon opens a context menu for you to do more actions.

**Select comments**

1. Select the **Select Annotation** command, the **Hand** command, or a commenting tool.
2. Click on a comment to select it. To select multiple comments at the same time, Ctrl-click or Shift-click the comments you need.

**Undo and Redo comments**

See also [“Undo and Redo”](#)

**Set and change a status****Set a status**

Setting a status is useful for keeping track of comments that you have read or that require further action. You can use the status to indicate which comments you want to accept, reject, cancel, complete, defer, or mark for future consideration.

By setting the review status, you can show or hide a certain set of comments, and let review participants know how you are going to handle the comment. Once the review status is set, you cannot remove the review status display from history in the Review History list, even if you change the review status to **None**.

**Change the status of a comment**

- With the Hand command, the Select Annotation command, or the corresponding tool selected, right-click a comment in Comments panel you want to change the status of, choose **Set Status** > choose one option from the pop-up Context menu, and then select an option.
- To view a markup's history of changes:
  - A. Right-click the markup in the document pane or Comments panel, and then




## Chapter 7: Comment

choose **Properties**.

- B. In the Properties dialog box, click the Review History tab to view the history of status changes people have made to a markup.

## Reply to comments

Replying to comments is useful in shared reviews, when participants can read each other's comments. They can also be used by review initiators to let reviewers know how their suggestions are being implemented. All replies appear in the pop-up note and are listed below the original comment. You can view the respective reply with the reply title and mark. See also [About pop-up notes](#).

1. To reply to original comments in the pop-up note, do any of the following:
  - Using the Hand command, the Select Annotation command, or the corresponding comment tool, open the pop-up note for the comment, click the vertical three-dot icon, and select **Reply**. And then type your reply in the textbox that appears in the pop-up window.
  - Right-click the original comment and select **Reply**. And then type your reply in the textbox that appears in the pop-up window.
2. Replying to Comments in the Comments List
  - Choose **View > View Setting > Navigation Panels > Comments** (or click the Comments icon  in the navigation pane) to open the Comments panel if it is hidden.
  - In the **Comments** panel, select the comment to activate the **Add Reply** box.
  - Input your reply in the box and click the  icon.
3. To delete the reply message, do either of the following:
  - In the note pop-up window, click the vertical three-dot icon and click **Delete**.
  - In the Comments panel, click the vertical three-dot icon, and click **Delete**.
4. To flag comments with a checkmark, click the vertical three-dot icon  beside the comment in the **Comments** panel, and choose **Mark with Checkmark**. You can sort the comments with checkmarks.

## Arrange comments

When you select one or more comments, the **Format** tab appears in the right panel, allowing you to arrange the comments. You can arrange multiple comments by

## **Chapter 7: Comment**







aligning, centering and distributing them. Please follow the steps below.

### **Select multiple comments**

1. Select the Select Annotation command.
2. Press and hold Shift or Ctrl and click the comments you want to edit.

### **Align Comments**

Select two or more comments that you want to align. Then do one of the following:

- Navigate to the **Format** tab in the right panel, and then choose a command as follows:
  - A. To align a column of comments, choose , , or  to align them respectively to the left edge, right edge, or vertical axis of the anchor comment.
  - B. To align a row of comments, choose , , or  to align them respectively to the top edge, bottom edge, or horizontal axis of the anchor comment.




**Note:** The alignment commands move the other selected comments to line up with the edges of the anchor comment.

- Refer to [Align Images](#) for more information.

### **Center Comments**



This function enables you to center comments vertically, horizontally or both.

To center comments, select two or more comments that you want to center. Then do one of the following:

- Navigate to the **Format** tab in the right panel, and then choose , , or  to center them vertically, horizontally or both.
- Please refer to [Center Images](#) for more information.

## Distribute Comments

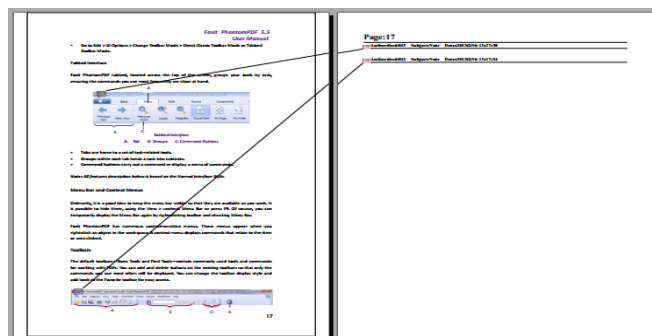
In the context of laying out comments on a page, you can give a group of comments uniform spacing, based on the centers of adjacent comments. This function will be available when selecting three or more comments.

- To distribute the comments, navigate to the **Format** tab in the right panel, and then choose  and  to distribute vertically or horizontally.
- Please refer to [Distribute Images](#) for more information.

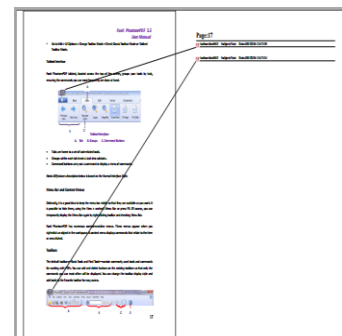
## Summarize comments

Summarizing comments is an easy way to help you directly obtain a synopsis of comments associated with the PDF. Foxit PDF Editor Cloud supports to create a comment summary PDF. To create a comment summary, do as below:

- Choose **Comment > Summarize Comments**.
- In Create Comment Summary dialog box, do the following:
  - Choose the layout of the summary and there are five types of layouts for you to choose:
    - L1--Document and comment with connector lines on separate pages
    - L2-- Document and comment with connector lines on single pages
    - L3—Comments only
    - L4-- Document and comment with sequence numbers on separate pages
    - L5-- Document and comment with sequence numbers on single pages



L1



L2



- ## Import/export comments data

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**Tip:** The users of Foxit PDF Editor can import the comments data from FDF, XFDF and JSON files. You can also export the comments data to FDF, XFDF, and JSON files.

### **Import comments data**

- Open the PDF document where you want to import comments data. Choose **Comment > Import** > navigate to where the desired file is, select it, and press "Open". You will be prompted that the comments data has been imported successfully.

### **Export comments data**

To export comments data as an FDF, XFDF, or JSON file, please do the following;

1. Choose **Comment > Export** > select a file format.
2. You will be prompted to download the file to your local drive.

# Chapter 8 – Share

Foxit PDF Editor Cloud supports different methods to share and collaborate on PDF documents with others. Its Cloud Documents allows users to save files to the cloud and access them at any time in any browser or mobile device, greatly improving users' work efficiency. The Share feature enables document owners to share files for collaboration in real-time and collect comments from reviewers. The integration with different third-party application platforms lets users share and manage documents easily within a single application.

## Cloud Documents

Foxit PDF Editor Cloud provides cloud storage to offer users a secure and seamless document workflow. Users can easily upload or save files to the cloud (Cloud Documents), allowing access from anywhere, at any time, and on any device. Foxit PDF Editor Cloud is certified by Microsoft and SOC2, and uses AWS S3 as its storage solution for the uploaded files, ensuring the protection of user data during storage, transit, backup, and retention. For more information on the Cloud Documents' security, please refer to [Cloud Documents Security White Paper](#) on the Foxit website.

The Cloud Documents feature is also available in Foxit PDF Editor for Windows and Mac and Foxit PDF Editor Mobile, which allows users to work on their files across different platforms with ease and boost productivity.

### Notes:

1. For enterprise users, the administrator should enable the Cloud Documents feature in Foxit Admin Console before utilizing this functionality.
2. If the Cloud Documents feature is disabled, all the documents uploaded by users and files shared through *the Share feature* within the enterprise will be deleted, and the **Share** feature will be disabled as well.

## Upload files to Cloud Documents

Users can upload any file to Cloud Documents automatically by enabling the **Automatically upload local document to Cloud Documents when the file is opened** option in **File > Preferences > Documents**. If the option is disabled and you want to upload a file to Cloud Documents, you can do either of the following:

- Open the file in Foxit PDF Editor Cloud, make any necessary edits, and then


save it to Cloud Documents. See also [Save PDFs](#).

- Go to the homepage of Foxit PDF Editor Cloud and click on **Documents** on the left-hand side of the page. Then, choose **Cloud Documents** to open the **Cloud Documents** page, where all your uploaded files are listed. Click on **Upload Files** above the file list (if any) at the top-right corner of the page to upload a file to Cloud Documents. Alternatively, you can choose **Home** on the left-hand side of the homepage to access the **Home** page, where you can also find the **Upload Files** command above the file list (if any) to upload a file.

## Work with Cloud Documents

On the **Cloud Documents** page, you can work on uploaded documents and create new folders to organize and categorize them from any device at any time after logging in to Foxit PDF Editor Cloud, without needing to upload the same file repeatedly.

You can quickly locate relevant documents within your Cloud Documents repository by using the Search field, which is located on the title bar when you are on the homepage of Foxit PDF Editor Cloud. Simply enter the filename of the specific file you are looking for.

To quickly edit uploaded documents or perform other operations, move the cursor over a file in the file list, and several icons will appear. These icons allow you to share, star, and perform other actions on the file. When you move the cursor over the horizontal three-dot icon , a menu drops down with several options, allowing you to perform actions like editing, annotating, protecting, and more. Alternatively, you can click on a file in the file list to open it, and then choose commands and options on the workspace to perform necessary tasks.

### Notes:

1. By default, Foxit PDF Editor Cloud automatically saves changes to Cloud Documents a little while after each edit, providing added protection against system crashes or power failures.
2. Deleted files from Cloud Documents cannot be retrieved or recovered. Please make sure you have saved a copy of the file before deleting it.
3. The **Recent** tab on the **Home** page displays only the user's recently opened Cloud Documents.

## Collaboration with the Share feature

The Share feature allows document owners to quickly share a file for collaboration by




## Chapter 8: Share

generating a file link or sending an invitation email. Authorized reviewers who receive the file link or invitation email can view or add comments to the document in web browsers at anytime from anywhere with an internet connection. Document owners can also add a deadline for the sharing or end the sharing at any time after sharing.

With Foxit PDF Editor Cloud, multiple reviewers can work on the same document simultaneously and see comments added by others. All comments from authorized users are saved back to the original source document, making collaboration effective.


### Share a file via a link

1. Open the file in Foxit PDF Editor Cloud and click the **Share** button on Title Bar.
2. In the Share files dialog box, click the icon  on the left.
3. Select an option to grant reviewers (i.e., the users who will receive the file link) permissions to access the document.
  - **Can Comment:** Reviewers can make comments on the shared document.
  - **Can View:** Reviewers can only view the shared document.
4. (Optional) Add a deadline for the sharing if necessary.
5. Click **Create a link** to generate a link.
6. After the link generating completes, click **Start collaboration** in the pop-up dialog box to open the uploaded/shared file and start the collaboration, or click **Copy link** and send the file link to the reviewers you want to share with.

The shared file will also be uploaded to Cloud Documents as you create a link.
7. (Optional) You can control the review with the options in the menu that appears after clicking the three-dot icon on Title Bar.
  - **Add deadline** – Set a deadline for the sharing if you did not set one in Step 4 above.
  - **Activities** – View the records of actions performed by all users (the document owner and the reviewers).
  - **Share with Email** – Share the document by sending invitation emails to reviewers. Enter the email address, select the permission option (Can Comment or Can View), type a necessary text message in the text box, and click **Send**. See also Share a file via an email.
  - **Copy Shared Link** – Copy the file link to the clipboard to send it to others.
  - **Unshare File** – End the sharing, and reviewers can no longer access the file.

For reviewers, after receiving the file link, they can open the document with Foxit PDF Editor Cloud in their web browsers to review the document. They can also perform additional operations after clicking the three-dot icon on Title Bar, such as viewing activities and copying the shared link. To leave a review, they can choose **Remove Me** from the menu.

## Share a file via an email

1. Open the file in Foxit PDF Editor Cloud and click the **Share** button on Title Bar.
2. In the Share files dialog box, click the icon  on the left.
3. Enter the email address and select an option to grant reviewers (i.e., the email recipients) permissions to access the document.
4. (Optional) Add a text message in the text box and set a deadline for the sharing if necessary.
5. Click **Send**. The shared file will also be uploaded to Cloud Documents as you share it.
6. After sending the file, click **Start collaboration** in the pop-up dialog box to open the uploaded/shared file and start the collaboration, or click **Cancel** to collaborate later.
7. (Optional) Control the review with the options in the menu that appears after clicking the three-dot icon on Title Bar. See also [Share a file via a link](#).

Reviewers can click the **Open in Foxit PDF Editor** button in the email they receive to open the file in Foxit PDF Editor Cloud and review the document. They can also perform additional operations after clicking the three-dot icon on Title Bar, such as viewing activities and copying the shared link. To leave a review, they can choose **Remove Me** from the menu.

## Manage shared files

Both document owners and the reviewers may be involved with multiple reviews during daily document workflows. Foxit PDF Editor Cloud's Share feature provides an easy way for document collaboration, but it also enables document owners and reviewers to manage shared files in an organized way and track the review status with notifications.

To manage the shared files, do the following:

1. Open the homepage of Foxit PDF Editor Cloud.
2. In the left-hand side of the homepage, choose **Documents > Shared**.
3. In the **Shared** page, all files you shared and shared by others are listed in the **Shared by me** tab and the **Shared by others** tab, respectively.
4. In the file list, you can view detailed information about the shared file, such as reviewers, review status, and more. You can also search for a shared file if you are handling multiple document reviews. Perform operations like viewing review activities, ending the share, and leaving the review as needed.

You (both document owners and the reviewers) get notified when others perform actions on the shared documents. You receive messages about review activities and can view the messages in the notifications box that appears after you click the Notification icon (a bell icon) on Title Bar of Foxit PDF Editor Cloud. A red dot appears on the Notification icon if you have any pending messages. You can quickly mark all notifications in the box as read by clicking the horizontal three-dot icon in the upper-right corner of the box and selecting **Mark all as read** from the drop-down menu. To delete all notifications, choose **Delete all** from the menu.

***Tip:** When you have a shared file open in Foxit PDF Editor Cloud, you can also collaborate on the shared file in Foxit PDF Editor/Reader on your desktop, if available, by clicking the **Open in Foxit** button on the Title Bar.*

## Integration with third-party app platforms

Foxit PDF Editor Cloud has been integrated with various third-party application platforms, such as Microsoft Office 365, Teams App, SharePoint Online & OneDrive, and Google Drive. This integration allows users to conveniently view, edit, share, and collaborate on PDF files within one application.

### Foxit PDF Editor Cloud for Microsoft Teams

Foxit PDF Editor Cloud for Microsoft Teams provides a simple and efficient way for you to collaborate with members in your channel. The integration allows you to share and annotate PDFs to collect feedback on PDF documents without ever leaving the Microsoft Teams application. You will receive activity notifications on what documents have been uploaded and any actions taken on them. Team members can view and comment on each other's feedback (comments) to streamline collaboration.

### Install Foxit PDF Editor Cloud for Microsoft Teams

To start collaborating on PDFs, you will need to install the Foxit PDF Editor Cloud app in Microsoft Teams.

1. Launch Microsoft Teams and sign in.
2. Select **Apps** in the sidebar.
3. Search for **Foxit PDF Editor Cloud** under **Apps**, and select the app.
4. Click on the **Add** button.
5. After installation, the Foxit PDF Editor Cloud app will appear in the sidebar of Microsoft Teams. You can use it as a Personal Tab, Bot, Message Action, or

## **Chapter 8: Share**



Messaging extensions in Microsoft Teams to share and collaborate on PDFs.

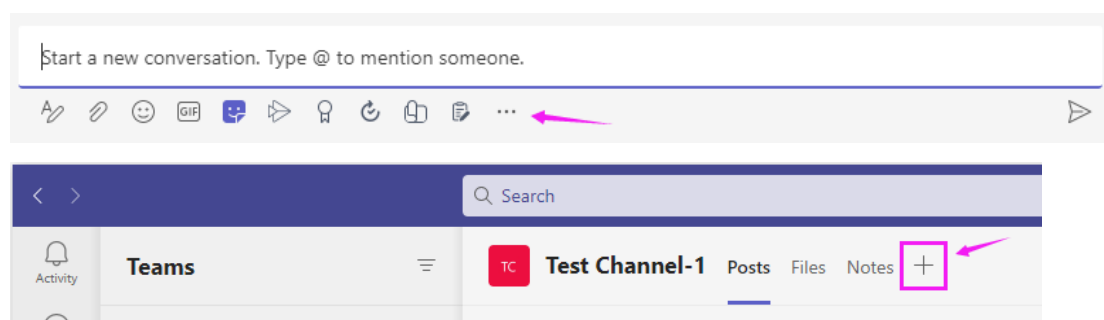
To chat with the bot and ask questions or find information about the app, simply click the Foxit PDF Editor Cloud app in the sidebar, and follow these steps:

1. In the message box, press the Space key to bring up a list of options:
  - Notification Off – Stop receiving Foxit PDF Editor Cloud notifications.
  - Notification On – Start receiving Foxit PDF Editor Cloud notifications.
  - Sign In – Sign in to your Foxit PDF Editor Cloud account.
  - Sign Out – Sign out of your Foxit PDF Editor Cloud account.
  - Feedback – Give us feedback.
  - Help – See the available commands you can use to chat with the bot.
2. Select an option from the list and click **Send** to perform the corresponding action.

Alternatively, you can type the option name (e.g., Notification On) in the message box and send it to the bot to perform actions.

### **Share and collaborate on a PDF as a Tab from your teams/channels**

1. Select the desired team or chat channel in Microsoft Teams.
2. Click the **Messaging extensions** icon  below the text message box, find the Foxit PDF Editor Cloud app, and click on it. Alternatively, click the Add a tab icon  at the top of on the team/channel.

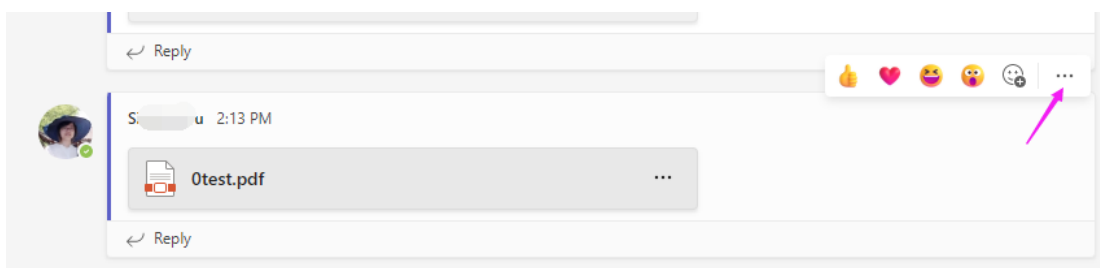


3. Find Foxit PDF Editor Cloud in the list of apps, and click on it.
4. In the pop-up dialog box, select a PDF from Teams and channels, or upload one from your local computer.
5. The PDF will be opened in Foxit PDF Editor Cloud as a tab in Microsoft Teams.
6. You can start collaborating on the PDF file with the annotating tools in Foxit PDF Editor Cloud after signing in. Any added comments are automatically saved to the PDF.

## Share and collaborate on a PDF from a message with a PDF file

If anyone sends a PDF attachment in a message within your team's channel or chat, you can open it and add comments using Foxit PDF Editor Cloud within Microsoft Teams.

1. Select the message and click on the options menu (i.e., the three-dot icon) from the floating toolbar to expand the menu.



2. Choose **(More Actions >) Collaborate in PDF Editor Cloud**.
3. The PDF will be opened in a pop-up window within Microsoft Teams using Foxit PDF Editor Cloud. Use the annotation tools to collaborate on the PDF. Any added comments are automatically saved to the PDF.

**Tip:** All files you shared and shared by others from Microsoft Teams are listed in the **Shared by me** tab and the **Shared by others** tab in the **Shared** tab. See also [Manage shared files](#).

## Notifications

If you have Notification On set in the app, you will receive a notification message in both the Foxit PDF Editor Cloud chat bot in Teams app and the Notifications (the bell icon) of Foxit PDF Editor Cloud when team members add comments to your shared PDF.

## Foxit PDF Editor Cloud for SharePoint Online & OneDrive

Business users can use Foxit PDF Editor Cloud on SharePoint Online & OneDrive to convert non-PDF files into PDF documents, or combine, organize, and export PDF documents.

### Tips:


1. If you're a Microsoft 365 tenant Admin, you can install the Foxit PDF Editor Cloud app on SharePoint Online or OneDrive on behalf of all users. The app will be

*available to use 48 hours after you download and deploy it from the Microsoft App Store. If you are a user and do not see the add-in in SharePoint Online & OneDrive, contact your company's administrator.*

2. *The supported browsers include Microsoft Edge, Chrome, Firefox, and Safari.*

## **Open a PDF file**

To open and work on a PDF file with Foxit PDF Editor Cloud in SharePoint Online & OneDrive, you can use any of the following methods:

- Click on the file name to open the file.
- Open the file from the context menu after you right-click it. To do this, right-click the file and choose **Open > Open in Foxit PDF Editor Cloud**.
- Open the file from the options menu (the three-dot icon ). To do this, select the file, click the options menu, and choose **Open > Open in Foxit PDF Editor Cloud**. (*Tip: You can find the options menu next to the file name or on the top menu bar.*)
- Open the file from the SharePoint or One Drive preview window. To do this, right-click the file, choose **Preview**, and then select **Open > Open in Foxit PDF Editor Cloud** from the top menu bar in the preview window.

The file will be opened in a new tab in your web browser using Foxit PDF Editor Cloud. You can work on the PDF use the various tools in Foxit PDF Editor Cloud.

## **Work on files from the context or options menu**

From the context or options menu of one or more files, choose **Actions > Foxit PDF Editor Cloud for SharePoint Online and OneDrive** to access the following options. The options displayed may vary depending on the file types you're working on:

- **Convert to PDF by Foxit:** convert each of the selected file(s) to a PDF.
- **Combine Files by Foxit:** combine the selected file(s) into a PDF.
- **Organize Pages by Foxit:** rearrange and compose pages in a PDF.
- **Export PDF by Foxit:** export a PDF to other file formats.

## **Foxit PDF Editor Cloud for Microsoft 365**

Add Foxit PDF Editor Cloud to Microsoft 365 to easily turn your Excel, Word, and PowerPoint documents into PDFs right from your favorite Microsoft 365 apps.

**Tip:** If you're a Microsoft 365 tenant Admin, you can install the Foxit PDF Editor Cloud app on Microsoft 365 apps on behalf of all users. If you're a user and don't see the add-in in your Microsoft 365 apps, contact your company's administrator.

After installation, you can find the **Foxit PDF Editor Cloud** command under the **Home** tab in Microsoft 365 apps. For example, in Word on the web, do the following:


1. Click **Home > Foxit PDF Editor Cloud**, and the Foxit PDF Editor Cloud panel appears in the right panel of the Word window.
2. Specify the filename for the PDF.
3. (Optional) Add password protection to the PDF.
4. Click the **Convert** button.

## **Foxit PDF Editor Cloud for Google Drive**

You can save time by opening a PDF file or other supported file formats with "Foxit PDF Editor Cloud for Google Drive" to view your file as a PDF directly. Easily view, edit, comment, organize, and convert to other formats or combine multiple supported format files into one PDF file, all in one place.

To install Foxit PDF Editor Cloud for Google Drive, go to the Google Workspace Marketplace, find the Foxit PDF Editor Cloud app, and click **Install**. After installation, you can start working on your files with Foxit PDF Editor Cloud for Google Drive. Here's how to open and work on a file with Foxit PDF Editor Cloud for Google Drive:

1. Right-click the file you want to open and choose **Open with > Foxit PDF Editor**.

Alternatively, select the file, click the options menu (the vertical three-dot icon ) at the top menu bar, and choose **Open with > Foxit PDF Editor**.

2. After signing in, the file will be opened with Foxit PDF Editor Cloud in a new tab in your web browser. Then you can work on the PDF using the various tools in Foxit PDF Editor Cloud.

**Note:** If you open a non-PDF file, it will be converted to PDF and opened in Foxit PDF Editor Cloud.

# Chapter 9 – Forms

Foxit PDF Editor Cloud is extremely useful for form filling and form designing. Please read below for more information.

## Interactive Form and Non-interactive form

There are two kinds of “form” files. One is a PDF file with fillable fields, which enables you to fill the form directly by clicking the form fields without using other features. This is called an *Interactive PDF Form*. The other kind of form is a plain PDF file with lines and texts, which can be filled using the tools in [the Fill & Sign context tab](#). This is called a *Non-interactive PDF Form*.

### Interactive Form

For interactive forms, you will see a message box appear in the top-right corner of the application window. The message box informs you that this document is a fillable form.

Foxit PDF Editor Cloud highlights the form fields in the document by default, which colors the backgrounds of all blanks to be filled in and outlines any required blanks, making it easy to see them at a glance. If you don't need to highlight the fields, navigate to **Form** > uncheck **Highlight Fields**.

### AcroForm and XFA (XML Forms Architecture) Form

Foxit PDF Editor Cloud now supports both AcroForm and [XFA Form](#). You can fill in XFA forms with the Hand command, the same which you were able to do with normal fillable forms (also known as AcroForm).

### Non-interactive Form

The document message box will not appear. This kind of form acts like an ordinary PDF document that has plain text and you will need to use the tools in [the Fill & Sign context tab](#) to fill in this form. For more information, please refer to “[Filling Non-interactive Forms](#)”.





## Fill in PDF Forms


Foxit PDF Editor Cloud not only allows you to fill in PDF forms and print them out, but also supports advanced form operations, such as saving filled-out forms and importing/exporting forms data.

### Fill Interactive Forms

If a PDF form contains interactive form fields, you can fill in the form with the Hand command. When you place the pointer over an interactive form field, the pointer icon changes to one of the following:

- Hand icon  -- Appears when mousing over a button, radio button, check box, or item on a list.
- I-beam icon  -- Appears when you can type text into the form field.

#### To fill in an interactive form, please do the following:

- If necessary, select the Hand command.
- (Optional) Before filling in an interactive form, you can also enable auto-complete feature so that Foxit PDF Editor Cloud can store your entries and provide relevant suggestions to help you complete forms quickly and easily. For more information about auto-complete, please refer to "[Auto-Complete in the Forms preferences](#)".
- Then click on the first form field you want to fill in, either to select that option or to place an I-beam pointer  in the field so that you can start typing.
- Right-click the text fields, and choose **Paste** or **Select All** to do other operations.
- After making a selection or entering text, you can press Tab or Shift + Tab to accept the form field change and go to the next or previous field.
- After you fill in the form fields, do either of the following:
  - A. Click the submit button if one exists. Clicking this button sends the form data to a database across the web or over your company intranet.
  - B. Save the PDF form.

#### Clear a form entry

Click one of the form fields, and use the **Backspace** key or **Delete** key.

## **Chapter 9: Forms**

### **Reset unsaved form entries**

Choose **Form > Reset Form**.

### **Fill lengthy entries in forms**

Some PDF forms can contain dynamic text fields, which changes the text you input in size to accommodate the text fields. The text appears smaller and smaller when the words you type exceed the current size of the field.


## **Fill Non-interactive Forms**

You can use the tools in the **Fill & Sign** context tab to add text and symbols in non-interactive PDF forms. To fill in non-interactive forms, follow the steps below.

- Click **Home/Protect > Fill & Sign**. Then you will find the form filling tools in the **Fill & Sign** context tab.
- To add normal text, select **Add Text**. Then click on the form where you want to add text, and input your text.
- To add predefined text such as name, date or address, click **Predefined Text**, and do the following:
  - By default, Foxit PDF Editor Cloud will detect and display the current date and user name of your system in the predefined text list. If you want to predefine custom text, click **Set Predefined Text**. In the pop-up **Set Predefined Text** dialog box, click **Set Identity** to set your identity information, and save it as predefined text. Or double-click on the blank area in the box to input any text as desired. Upon completion, click **OK** to save your settings. Then all your custom predefined text will be listed in the **Predefined Text** drop-down list.
  - Select a predefined text from the **Predefined Text** drop-down list, and click on the form where you want to add it.
- To add symbols, do the following:
  - Select the Checkmark, Cross Mark, or Dot tool to fill in check boxes or radio buttons. Select the Line tool to strike out text, or Rectangle tool to add rectangles.
  - Then click on the form where you want to place the symbol.
- After adding text or symbols, use the field toolbar floating above them to make appropriate changes, if necessary.
  - Click **A-** or **A+** to decrease or increase the size. For symbols, you can also drag any of the handles to resize it.
  - To replace the current text or symbol, click **...**, and choose a desired option

## **Chapter 9: Forms**

from the toolbar.

- To move the text or symbol, drag it directly to the desired location.
- To delete the text or symbol, click .
- After filling in the form, you can sign the form with your handwritten signature. For more information, please refer to "[Foxit eSign](#)" and "[Quick PDF Sign](#)".
- When you have completed the form, save the form.

### **Tips:**

1. The fill tool will be kept as selected by default for you to add the same object continuously. If you need to exit the fill tool, press the **ESC** key, or select another desired tool directly.
2. You can also recognize form fields with the Run Form Field Recognition command in the **Form** tab and then fill in forms with the Hand command.

## **Comment on Forms**

You can comment on PDF forms, just like any other PDF. You can add comments only when the form creator has extended these rights to the users.

See also "[Chapter 7 - Comment](#)".

## **Manage Form Data**

You can import form data from other file formats to a PDF form, or export form data on a PDF form to other file formats. You can also export form data from multiple PDF forms to a CSV file. In addition, for PDF forms with Ultraform technology, Foxit PDF Editor Cloud supports to create and display 2D barcode that contains form data you filled in.

### **Import/Export Form Data**

To import and export form data is similar to the way of importing and exporting comment data. However, this function is only for PDF interactive forms. All the options for importing and exporting form data will be unavailable when you open other ordinary PDFs or non-interactive forms.

**Tip:** You can import PDF form data from FDF, XFDF, TXT, XML, or CSV files, or export form data to a FDF, XFDF, TXT, XML, or CSV files.

## **Chapter 9: Forms**

### **Import form data**

Choose **Form > Import** > navigate to where the desired file is, select it, and press "Open".

### **Export form data**

To export form data to a file, please do the following:


1. Choose **Form > Export** > select a file format to export.
2. You will be prompted to download the file to your local drive.

**Note:** The **Import** and **Export** commands are available only when the PDF document contains form data.

You can also export form data to an existing CSV file by clicking **Form > Form to sheet > Append to an Existing Sheet**. In the Open dialog box, select a CSV file you want to append the form data to and click **Open**.

### **Combine forms to a sheet**

To export form data from multiple PDF forms to a CSV file, please do as following:

1. Choose **Form > Form to sheet > Combine Forms to a Sheet**.
2. In the **Export multiple forms to a sheet** dialog box, click **Add Files** to add files that you want to combine into a sheet. You can also click **Close** button  in the dialog box to remove files.
4. Click **Export**. You will be prompted to download the file to your local drive.

### **Form Fields**


Foxit PDF Editor Cloud provides a group of buttons that can be used to create and design form fields in interactive PDF forms. You are able to add form fields like push buttons, text fields, check boxes, combo boxes, list boxes and radio buttons to an interactive PDF form and specify their properties. Foxit PDF Editor Cloud also offers form field recognition commands to recognize form fields in PDF documents. You can save time and mouse actions by using form field recognition to create form fields.

To add a form field to a PDF, select a type of form field button from the **Form** tab and the cursor changes to crosshair<sup>+</sup>. Drag an area in the desired position to add the

form field. For details, please refer to [Buttons](#).

## Form field recognition

There are two commands for form field recognition in PDF forms: **Designer Assistant** and **Run Form Field Recognition**.

The **Designer Assistant** command automatically detects form fields that can be created on PDF pages and displays a blue frame where there is a suggested form field. By default, when you select any type of form field button from the **Form** tab, the **Designer Assistant** command will be selected and enabled automatically. With any type of form field button selected, as you move the cursor  on the page, a blue frame appears if the cursor is hovering above an area which is detected as a form field. If you want to add a form field at that position, just click on it without dragging an area. And if there are multiple form fields detected, you can complete the form field creation with just a few clicks. (***Tip:** You can disable the auto-detection by clicking the **Designer Assistant** command again when you are creating form fields. Then the command will no longer be selected automatically next time you create form fields. To enable it again, select the command before you create form fields.*)

Alternatively, you can use the **Run Form Field Recognition** command to recognize form fields through the whole document. To run form field recognition in a PDF document, do as the following:










1. Click **Form > Run Form Field Recognition**. All fillable fields in the document will be recognized and highlighted.
2. All the corresponding types of form fields will be automatically created and named with the text near the form fields. (Take the text fields for an example as below. With the **Text Field** command selected, you can see the form fields recognized and created are named with the text near the form fields.)
3. You can edit or delete the created form fields after right-clicking them. To edit the form field further, please refer to the properties of different buttons from ["Buttons"](#).

Applicant	<b>Applicant</b>	Gender	<b>Gender</b>
Address	<b>Address</b>		

***The text fields created after recognition***

## Buttons

There are nine basic buttons to add form fields for you to create an interactive PDF form:

Button	Tool Name	Description
	Push Button	Creates an interactive form element to initiate certain predefined actions, such as opening a file, submitting data to a web server, or resetting a form. This button can also be customized with images and text.
	Check Box	Presents yes-or-no choices for individual items. If the form contains multiple check boxes, users can select what they want.
	Radio Button	Presents a group of choices from which the user can select only one item.
	Combo Box	Lets the user either choose an item from a pop-up menu or type in a value.
	List Box	Displays a list of options the user can select.
	Text Field	Lets the user type in text, such as name, address, phone number, etc.
	Signature Field	Creates a blank digital signature field for reviewers to sign the document
	Image Field	Lets the user browse and select an image to add to the field.
	Date Field	Lets the user choose a date.

## Chapter 9: Forms

..... Personal Information .....

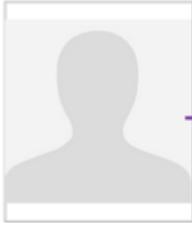
First Name:  **Text Field**

Last Name:  **Text Field**

Address:  **Text Field**

States:  **Combo box**

Country:  **Combo box**

 **Image Field**

Upload your picture here

**Radio Button**

..... Contact Information .....

How to Contact You?

☒ Phone ☐ Email

Email:

We will never sell or disclose your email address to anyone. Once your account is setup, you may add additional email addresses.

Phone:

Fax:

What's your current availability?

**List Box**

Use the CTRL key to select multiple options.

Availability:

☐ Part time

☒ Full time (Days) **Check Box**

☐ Full time (swing)

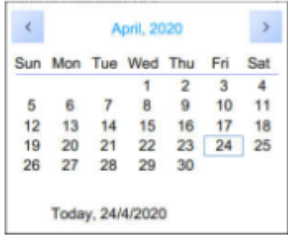
☐ Full time (Graveyard)

☐ Weekends Only

**Signature Filed**

Signature:

Date:  **Date Field**





**Push Button**

### Form Fields

**Note:** To create the same type of form fields continuously without reselecting the same tool, you can select **Form > Keep Tool Selected**.



## Push Button

### ✧ Create a new push button


Choose **Form > Push Button** , and your cursor changes into . Then do the following:

- Drag an area in the desired place to create a push button.
- A box appears under the button for you to input the button name and the name of label.
- You can also click the **All Properties** to do more settings.

### ✧ Move and resize a push button


- To move a push button, select the Select Annotation command or push button , click and drag the button to move it to a new location.
- To resize a push button, select the Select Annotation command or push button , click to select the button, and then drag a border handle.

### ✧ Delete a push button

- Select the Select Annotation command or push button , and click the push button you want to delete.
- Press **Delete**, or right-click the push button > **Delete**.

### ✧ Create multiple copies of a push button

You can create multiple copies of a push button.

- With the Select Annotation command or push button , select the push buttons that you want to copy.
- Right-click the button > **Create Multiple Copies...**
- In the Create Multiple Copies of Fields dialog box, do the following:
  - A. To specify the rows to be created, enter or select a number in Copy Selected fields down (times). The default number is set to 2.
  - B. To specify the columns to be created, enter or select a number in Copy Selected fields across (times). The default number is set to 2.



- C. To specify the width of the area in which the columns of fields appear, enter or select a number in Change Width (px). The default number is set to 10.
- D. To specify the height of the area in which the columns of fields appear, enter or select a number in Change Height (px). The default number is set to 5.

**Note:** *The width and height values don't change the dimensions of individual fields but designate the size of the entire area for all the selected and newly created fields.*

- E. To change the position of buttons, use the Up, Down, Left, and Right buttons in the dialog box.
- F. Click **Preview** to preview the result in the document area.
- Click **OK**.

#### ✧ **Duplicate a push button across multiple pages**

- Select the push button that you want to duplicate.
- Right-click the button > **Duplicate...**

**Note:** *The Duplicate command isn't available for forms with only one page.*

- Then do one of the following:
  - A. To duplicate the push button on every page in the form, select **All Pages**, and click **OK**.
  - B. To duplicate the push button on odd/even page in the form, select **Odd pages** or **Even pages**, and click **OK**.
  - C. To duplicate the push button on a limited range of pages, type the starting and ending page on which you want the button to appear. Click **OK**.



**Note:** *Enter the page number including or not including the page on which the button originally appears doesn't affect the duplication process. Including that page won't create a second copy on top of the original one, and not including it won't remove the original button.*

#### ✧ **Set tab order**


When navigating form fields using the Tab key, you can set the tab order of the buttons you created. By default, the tab order is based on the document structure. There are three ways you can choose to set tab order.

##### 1. Set tab order in the **Fields** panel

- 1) Open the **Fields** panel in the Navigation Pane.

- 2) Click the **Display Order** icon  in the upper-right corner of the **Fields** panel and select **Tab Order** (*Note: If you select **Alphabetic Order**, all the form fields will be displayed alphabetically by the field names. Then the **Set Order**  icon next to the **Display Order** icon disappears.*).
- 3) (Optional) Select **Show Tab Numbers** to view the tab order. The order number will show on the top left corner of a field.
- 4) Click the **Set Order** icon and choose any of the following:
  - Order Tabs by Row – Order tabs from the upper-left field, moving first from left to right and then down to the next row.
  - Order Tabs by Column – Order tabs from the upper-left field, moving first from top to bottom and then to the right column.
  - Order Tabs by Structure – For forms with tagged fields, order tabs in the order set up in the tagging based on the document structure.

## 2. Set tab order in Page Properties

- 1) Click the page thumbnails  panel in the Navigation Pane.
- 2) Right-click the page where you need to change the tab order and choose **Properties....**
- 3) In the **Page Properties** dialog box, select one order in the **Tab Order** tab.

## 3. Set tab order in the document area

- 1) With the Select Annotation command selected, right-click a form field, and choose **Set Tab Order**.
- 2) Click anywhere in the field that you want it to be the first in the tabbing order. The number in the upper left corner will be set as 1.
- 3) Click each of the other fields in the order that you want tabbing to occur.

**Note:** You can only set tab order within one page.

### ✧ Set push button properties

You can set properties that apply formatting, determine the appearance and actions, and so forth.

The push button has a General tab, an Appearance tab, a Position tab, an Options tab, and an Actions tab. Besides, there are two items on every tab:

- **Locked** – When selected, prevents any further changes to any push button properties.

## **Chapter 9: Forms**

- **Close** – Applies and saves the current button properties, and closes the button properties dialog box.

**Note:** *If you select Locked on any tab, it will lock all options for the button, but not just the options on that tab.*

### **1. The General tab for the button properties**

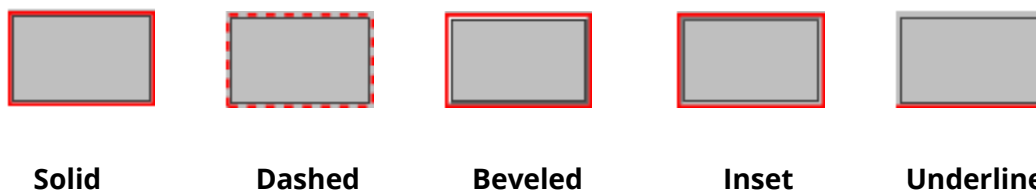
The General tab in push button properties contains the following options:

- Name – Specifies the unique name of the selected push button.
- Tooltip – Displays text that the hesitant user may find helpful in clicking the button. Tooltips appear when the pointer hovers over the push button.
- Form Field – Specifies whether the push button can be seen, either on screen or in print. There are four choices for you: **Visible**, **Hidden**, **Visible but doesn't print**, and **Hidden but printable**.
- Orientation – Rotates the push button by 0, 90, 180, or 270 Degrees.
- Read Only – Prevents the user from clicking the push button.
- Required – This option is not available for the push button.

### **2. The Appearance tab for the button properties**

The Appearance properties determine how the push button looks on the page. The Appearance tab in push button properties contains the following options:

- Line Style – Alters the appearance of the frame. Select **Solid**, **Dashed**, **Beveled**, **Inset** or **Underline**.



***The appearances of Push Button with different line styles***

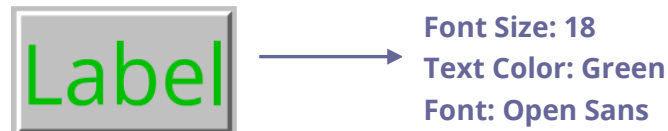
**Note:** *You may not see the difference if no color is chosen as the border color.*

- Thickness – Specifies the width of the frame surrounding the push button: Thin, Medium, or Thick.
- Border Color – Opens a color picker in which you can select a color for the frame surrounding the button. To leave the button without a frame, select **No color**.
- Fill Color – Opens a color picker in which you can select a color for the button. To leave the button uncolored, select **No color**.

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**Note:** A Fill Color choice other than No color will block any images on the PDF page that are behind the button.

- Font Size – Sets the size of the label for the button. You can either choose **Auto**, various preset values, or type in a different value.
- Text Color – Opens a color picker in which you can select a color for the label.
- Font – Lists the fonts available on your computer.



### **Push Button**

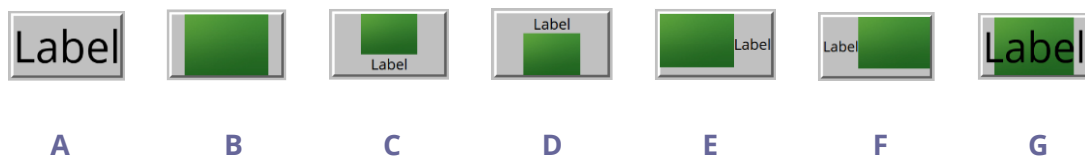
#### **3. The Position tab for the button properties**

You can use the Position tab to make accurate adjustments to the position and the size of the button by entering specific values. Select the unit of the values. To move the button, enter values for the position properties (the Left/ Right/ Top/ Bottom options). To change the size of the button, enter values for the Height and Width options. To move the button without changing its size, select the **Do not change height and width when changing the position** option.

#### **4. The Options tab for the button properties**

The Options properties determine how labels and icons appear on the button. A button can have a label, an icon, or both. The Options tab in push button properties enables you to add any labels you like. The Options tab in push button properties contains the following options:

- Layout – Specifies the layout of label and icon of the button. There are seven choices:



A. Label only   B. Icon only   C. Icon top, label bottom   D. Label top, icon bottom   E. Icon left, label right  
F. Label left, icon right   G. Label over icon

### **Button Layouts**

## **Chapter 9: Forms**

- Advanced – Does the details settings to the icon.
  - A. When to scale – choose when to scale the icon you insert. There are four options:

**Always:** scale the icon to fit the button you draw.

**Never:** never scale the icon. Show the icon with its original size all the time.

**Icon is too Big:** zoom out the icon to fit the button if the former one is bigger than the latter one, or show the icon with its original size.

**Icon is too Small:** zoom in the icon to fit the button if the former one is smaller than the latter one, or show the icon with its original size.

- B. Scale – choose to scale the icon non-proportionally or proportionally. This option will be disabled when you select **Never** in the field of **When to scale**.

**Proportionally:** scale the icon in its proportion.

**Non-proportionally:** scale the icon to fit the button when the magnification is changed.

- C. Fit to bounds – check this option to scale the icon to fit fully within the bounds of the button without taking into consideration the line width of the border.
  - D. Border – drag and move the scroll bar to change icon's position in the button. The coordinates change when you move the scroll bar.
- Behavior – Specifies the display of the button when clicked. The button behavior options include:

**None:** Keeps the appearance of the button the same.

**Push:** Specifies appearances for the Up, Down, and Rollover states of the mouse. Select an option under State, and then specify a label or icon option:

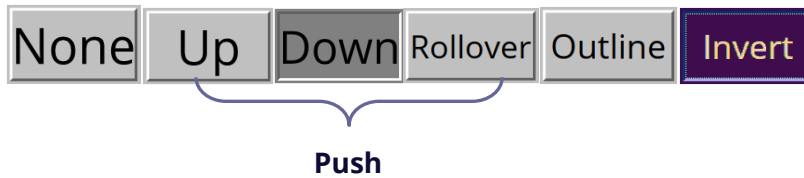
**Up:** Determines what the button looks like when the mouse button is not clicked.

**Down:** Determines what the button looks like when the mouse is clicked on the button, but before it is released.

**Rollover:** Determines what the button looks like when the pointer is held over the button.

**Outline:** Highlights the button border.

**Invert:** Reverses the dark and light shades of the button.



### ***The Button Behaviors***

- To define the label or icon that appears on the button, do the following:
  - A. If a label option is selected from the Layout menu, type the text in the Label box.
  - B. If an icon option is selected from the Layout menu, click Choose icon... > click Browse... > Select the file type from the Objects of Type menu, double-click the file name, and click OK. (To remove the selected icon, click Clear button.)
- Click **Close** to accept these display properties.

### **5. The Actions tab for the button properties**

The Actions properties specify any actions that you want to associate with the push button, such as jumping to a specific page or going to a web site. The Actions tab in push button properties contains the following options:

- Select Trigger – Specifies the user action that initiates an action: **Mouse Up**, **Mouse Down**, **Mouse Enter**, **Mouse Exit**, **On Receiving Focus**, or **On Losing Focus**.
- Select Action – Specifies the event that occurs when the user triggers the action: **Go to a page view**, **Open/execute a file**, **Open a web link**, **Show/hide a field**, **Execute a menu item**, **Submit a form**, **Reset a form**, **Import form data**, and **Run a JavaScript**.
  - A. Go to a page view – designate to a specific page view. You can not only designate to a page in the current PDF, but also to the page in another PDF. Also, you may change the current zoom setting and then set the position.

To go to a page view, choose this option, click **Add** button and do one of the following:

- a) Set the position in current document – scroll the current document, go to a new position where you want to set and click **Set this position**.

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- b) Set the position in another PDF document – click the **Open** button on the toolbar > select the PDF you want to set position > scroll this document and go to a position where you want to set > click **Set this position**.

**Note:** The new PDF document should be opened in the existing window but not a new window.

- c) Change the view magnification -- scroll in the current document or another document > go to a new position where you want to set > change the magnification of the position > click **Set this position**.
  - d) Click **Cancel** to revoke your operation.
- B. Open/execute a file – designate to open another file. To do this, choose **Open/execute a file** > click **Add** button > select the destination file and click **Select**.
  - C. Open a web link – designate to open a web link. To do this, choose **Open a web link** > click **Add** button > enter the URL of the destination web page.
  - D. To show/hide a field, select the option > click **Add...** > choose to show or hide the selected button when the user triggers the action, and click **OK**.
  - E. To execute a menu item, select the option > click **Add...** > select one of the items in Menu Item Selection dialog box, and click **OK**.
  - F. To submit a form, select the option > click **Add...** > choose the export format, submission method, decide which fields should be submitted, and click **OK**.
  - G. To reset a form, select the option > click **Add...** > select the fields that will be reset, and click **OK**.
  - H. To import form data, select the option > click **Add...** > choose the FDF file that contains the form data you want to import, and click **Open**.
  - I. To run a JavaScript, select the option > click **Add...** > enter JavaScript, and click **OK**. For more details, please refer to the [JavaScript](#) section.
  - J. To read an article, select **Read an article** > click **Add...** > choose an article, and click **OK**.
  - K. To set layer visibility, select the option > click **Add...** > click **OK** to set the target layer state of the selected action to the current state.
- Actions – Displays the list of triggers and actions that you have defined.
  - Up and down buttons – Change the order in which the selected action appears listed under the trigger. (Available only when you have defined multiple actions for the same trigger.)
  - Edit – Opens a dialog box with specific options for the selected action. You can also double-click the actions to open a dialog box.
  - Delete – Removes the selected action.

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### ✧ **Set push button properties as default**

After setting button properties for a new push button, you can set your settings as the new default for all the push buttons you create in future. To set the current properties as default, right-click the push button > select **Use Current Properties as New Defaults**.

### ✧ **Set properties of multiple form fields**

- Select multiple form fields > right-click one of them > **Properties....**
- There pops up the Button Properties dialog box, and then follow the steps specified above.

## **Check Box**

A check box is a type of form field that presents yes-or-no choices for individual items. For creating, moving, resizing, deleting, creating multiple copies, duplicating a check box and setting tab order, please refer to ["Push button"](#).

### ✧ **Set Check Box Properties**

There are also five tabs, a General tab, an Appearance tab, a Position tab, an Options tab, and an Actions tab, for you to set check boxes' properties.

The General tab

Most items in this tab are the same as the ones in the properties of Push Button. Please refer to [Set Push Button Properties](#) for details. For the Required option:

- Required – Forces the user to select the check box. If the user attempts to submit the form while a required check box is not selected, an error message appears.

The Appearance tab

Please refer to [Set Push Button Properties](#).

The Position tab

Please refer to [Set Push Button Properties](#).

The Actions tab

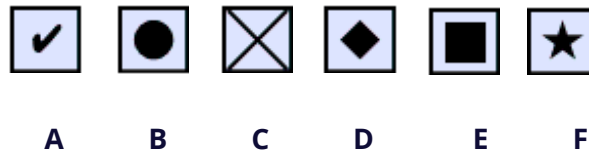
Please refer to [Set Push Button Properties](#).



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The Options tab

Check Box Style - Specifies the style of the check box. There are six choices:



**Check Box Style**

**A. Check    B. Circle    C. Cross    D. Diamond    E. Square    F. Star**

Export Value - Identifies the check box and differentiates it from other check boxes that share the same Name value.

Checked by default – Sets the selection state of the check box when the user first opens the form.

### Notes:

1. *If you create multiple copies of the check box, please make sure both the form field names and the export value are all different in related check boxes.*
2. *If the check boxes in a group have the same form field name but with different export values, the check boxes will present a group of choices from which the user can select only one item.*

## Radio Button

A radio button is a type of graphical user interface widget that allows you to choose one of a predefined set of options. For creating, moving, resizing, deleting, duplicating the buttons and setting tab order please refer to ["Push button"](#).

### Tip: How to toggle radio buttons

*For the radio buttons in a group, they should have the same form field name but with different export values. This ensures that the radio buttons toggle and that the correct values will be collected in the database.*

1. *Please use copy-paste to create multiple copies if having more than one form field with the same name. After this, to make the value usable, you have to change the value of the radio buttons to make sure all radio buttons have the same field name but different export value.*
2. *Please note you cannot use **"Create Multiple Copies"** option if there is more than one*

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radio button with the same name. A warning message will pop up if you right click and choosing **Create Multiple Copies**.

### ✧ Set radio button properties

How a radio button behaves is determined by settings in the Radio Button Properties dialog box. You can set properties that apply formatting, determine the appearance and actions, and so forth.

The radio button has a General tab, an Appearance tab, a Position tab, an Actions tab, and an Options tab as push button.

#### 1. The General tab

Most items in this tab are the same as the ones in the properties of Push Button. Please refer to [Set Push Button Properties](#) for details. For the Required option:

- Required – Forces the user to click the radio button. If the user attempts to submit the form while a required radio button is not chosen, an error message appears.

#### 2. The Appearance tab for the radio button properties

The Appearance properties determine how the radio button looks on the page. The Appearance tab in push button properties contains the following options:

- Line Style – Alters the appearance of the frame. Select Solid, Dashed, Beveled, Inset or Underline.



**Solid**



**Dashed**



**Beveled**



**Inset**



**Underline**

#### ***The appearances of Radio Button with different line styles***

**Note:** You may not see the difference if no color is chosen as the border color.

- Thickness – Specifies the width of the frame surrounding the radio button: Thin, Medium, or Thick.
- Border Color – Opens a color picker in which you can select a color for the frame surrounding the button. To leave the button without a frame, select **No color**.
- Fill Color – Opens a color picker in which you can select a color for the background behind the button. To leave the background uncolored, select **No color**.

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**Note:** A Fill Color choice other than No color will block any images on the PDF page that are behind the button.

- Text Color – Opens a color picker in which you can select a color for the button.



**Radio Button**

**Note:** The items of Font Size and Font are not available in the Appearance tab for the Radio Button properties.

### **3. The Position tab for the radio button properties**

Please refer to ["Position tab for the button properties"](#).

### **4. The Actions tab for the radio button properties**

Please refer to ["Actions tab for the button properties"](#).

### **5. The Options tab for the radio button properties**

The Options tab in radio button properties enables you to change the button style and do other additional settings. The Options tab in radio button properties contains the following options:

- Button style – Specifies the shape of the maker that appears inside the button when the user selects it. There're six choices in total: Check, Circle (the default), Cross, Diamond, Square, or Star. This property does not alter the shape of the radio button itself.
- Export Value – Identifies the radio button and differentiates it from other radio buttons that share the same Name value. The status of a radio button is "yes". You can give them other names with this box.
- Checked by default – Sets the selection state of the button when the user first opens the form.
- Radio buttons with the same name and value are selected in unison – Allows single-click selection of multiple related radio buttons. If the user selects a radio button that has the same field name and export value as another, both radio buttons are selected.
- Click **Close** to accept these display properties.

✧ **Set radio button properties as default**

After setting radio button properties for a new radio button, you can set your settings as the new default for all the radio buttons you create in future.

To set the current properties as default, right-click the radio button, select **Use Current Properties as New Defaults**.

## **Combo Box Button**

A combo box is a commonly-used GUI widget. It is a combination of a drop-down list or list box and a single-line textbox, allowing the user either to type a value directly into the control or choose from the list of existing options.

For creating, moving, resizing, deleting, duplicating the combo box and setting tab order, please refer to ["Push button"](#).

✧ **Set combo box properties**

How a combo box behaves is determined by settings in the Combo Box Properties dialog box. You can set properties that apply formatting, determine the appearance and actions, perform mathematical operations, and so forth.

The combo box has a General tab, an Appearance tab, a Position tab, an Options tab, a Format tab, a Validate tab, a Calculate tab, and an Actions tab.

**1. The General tab for the combo box properties**

Please refer to ["General tab for the radio button properties"](#).

**2. The Appearance tab for the combo box properties**

Please refer to ["Appearance tab for the button properties"](#).

**3. The Position tab for the combo box properties**

Please refer to ["Position tab for the button properties"](#).

**4. The Actions tab for the combo box properties**

Please refer to ["Actions tab for the button properties"](#).

**5. The Options tab for the combo box properties**

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You can create a list of items from which the user selects with the Options tab.

- Item – Accepts the text and space character that you type for options that you want to appear in the menu for the field.
- Add – Moves the current entry in Item to Item List.
- Export value – Where you type in a value to represent the item if the data will be exported. If left blank, the entry for Name in the General tab is used as the export value.
- Item list – Displays the choices that will be available in the list.

**Note:** *The highlighted item in the Item List box appears as the default selected item in the combo box field. To change the default item, highlight another item from the list.*

- Delete – Removes the selected item from the list.
- Up/Down – Change the order in which the items are listed in the combo box list. These buttons are not available if Sort Items is selected.
- Allow user to enter custom text – Enable users to enter a value other than the ones in the list.

### **6. The Format tab for the combo box properties**

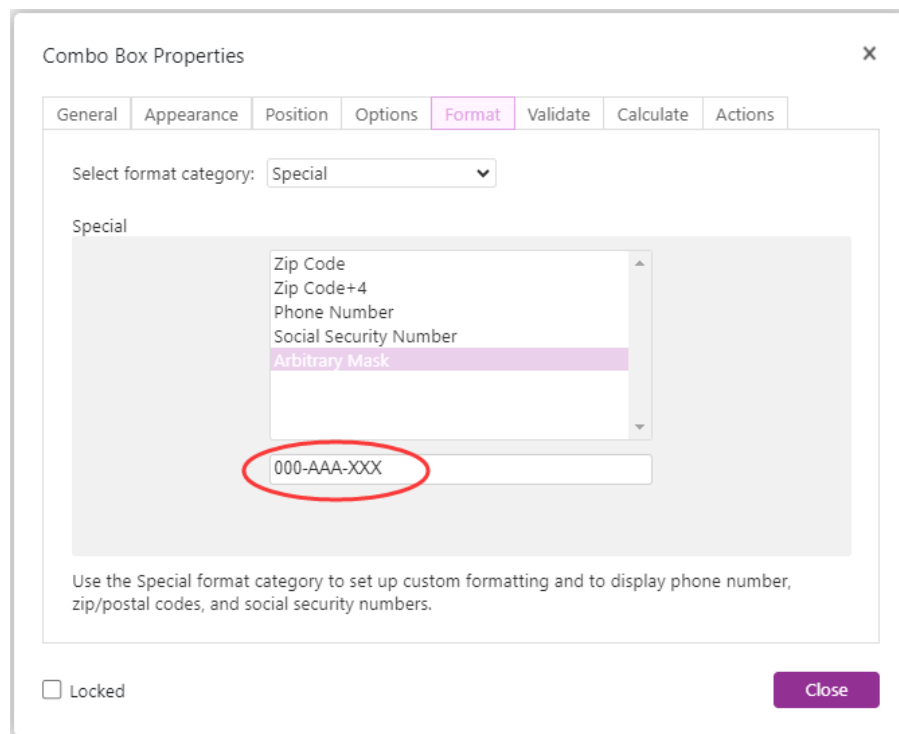
The Format tab in the combo box properties dialog box enables you to format the field values. Select one of the categories listed below:

- None – No additional options are available. The input in a combo box with this property does not require any specific formatting.
- Number – Automatically imposes the selected formatting options on numeric data entries.
  - A. Decimal places – Sets the number of digits that appear to the right of the decimal point.
  - B. Separator style – Sets the placement of commas and periods.
  - C. Currency symbol – Sets the type of currency, such as Dollars, Euros, or Pounds.
  - D. Negative Number Style – Sets how negative numbers are displayed. You can choose Show parentheses, Use red text, neither, or both.
- Percentage – Automatically imposes the selected formatting options on numeric data expressed as a percentage.
  - A. Decimal places – Sets the number of digits that appear to the right of the decimal point.
  - B. Separator style – Sets the placement of commas and periods.

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- Date – The list provides different types of date formats and you can choose one as desired. Once you select a date format, the format preview with the current system date will be displayed. Also, you can choose **Custom** option and type your format.
- Time – The list includes display variations where *h* stands for the hour on a 12-hour clock, *H* stands for the hour on a 24-hour clock, *MM* stands for minutes, *ss* stands for the seconds, and *tt* stands for AM or PM. Also, you can choose the Custom option and type your format.
- Special – There are five options for you:
  - A. Zip Code – For a five-digit postal code.
  - B. Zip Code + 4 – For a nine-digit postal code.
  - C. Phone Number – For a ten-digit telephone number.
  - D. Social Security Number – For a nine-digit US Social Security Number.
  - E. Arbitrary Mask -- Changes the format category to Custom and makes another text box available, in which you can type a custom format. Use this option to specify which types of characters the user can enter in any given position, and how the data displays in the field.
    - a. A -- Accepts only letters (A–Z, a–z).
    - b. X -- Accepts spaces and most printable characters, including all characters available on a standard keyboard and ANSI characters in the ranges of 32–126 and 128–255.
    - c. O -- The letter “O” accepts alphanumeric characters (A–Z, a–z, and 0–9).
    - d. 9 -- Accepts only numeric characters (0–9).

For example, a mask setting of AAA--p#999 accepts the input BDF--p#367. A mask setting of OOOOO@XXX accepts the input vad12@3Up.



### ***Example of an Arbitrary Mask entry***

- Custom -- Makes additional options available to form designers who want to write their own JavaScripts for formatting and keystrokes. For example, a custom script could define a new currency format or limit the user entry to specific keystroke characters.
  - A. Custom Format Script – Displays any custom scripts you have added for formats. The Edit button opens a JavaScript Edition dialog box in which you can write and add new scripts.
  - B. Custom Keystroke Script –Displays any custom scripts you have added to validate keystrokes. The Edit button opens a JavaScript Edition dialog box in which you can write and add new scripts.

## **7. The Validate tab for the combo box properties**

The Validate properties restrict entries to specified ranges, values, or characters, ensuring that users enter the appropriate data for a combo box.

- Field value is not validated – Turns off validation.
- Field value is in range – Sets a numeric range for a combo box using values you enter in either as a number or a percentage. It is available only when Number or Percentage is selected in Format tab.
- Run custom validation script – Validates by a JavaScript that you create or provide. The Edit button opens a JavaScript Edition dialog box in which you can write and

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add new scripts.

### **8. The Calculate tab for the combo box properties**

With this option, you can perform mathematical operations on existing form field entries and display the result.

- Value is not calculated – Select this option if you want the users to type.
- Value is the – Select this to make further options available:
  - A. The List includes the mathematical functions to apply to the selected fields. Choose Sum to add the values entered in the selected fields, Product to multiply them, Average, Minimum, or Maximum.
  - B. Pick – Opens a Field Selection dialog box with a list of the available fields in the form that you select to add or deselect to remove from the calculation.
- Simplified field notation -- Uses JavaScript with field names and simple arithmetic signs. The Edit button opens a JavaScript Edition dialog box in which you can write, edit, and add scripts.
- Custom calculation script -- Displays any custom scripts you have added for calculations. The Edit button opens a JavaScript Edition dialog box in which you can write and add new scripts.

#### **✧ Set combo box properties as default**

After setting combo box properties for a new combo box, you can set your settings as the new default for all the combo boxes you create in future.

To set the current properties as default, right-click the combo box > select **Use Current Properties as New Defaults**.

## **List Box and Text Field**

A list box is a GUI widget that allows the user to select one or more items from a list contained within a static, multiple line text box. Also, you can set a list box property that enables the user to Shift-click or Ctrl-click/Control-click to select multiple items on the list.

A text field is a common element of graphical user interface of computer programs, as well as the corresponding type of widget used when programming GUIs, which let the user type in text, such as name, address, phone number, etc.

For creating, moving, resizing, deleting, duplicating the list box and text field and



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setting tab order please refer to ["Push button"](#).

### ✧ Set list box properties

Please refer to ["Set combo box properties"](#).

### ✧ Set text field properties

Although most of the properties are common to those of combo boxes, the Options tab is exclusive.

1. For all the other properties of a text field, please refer to ["Set combo box properties"](#).

2. The Options tab for the text field properties

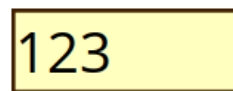
- Alignment – Aligns the text left, right, or center within the field.
- Default Value – Specifies the text that appears until the user overwrites it by typing in the field. Enter the default value by typing in this option.
- Scroll long text – Compensates for text that extends beyond the boundaries of the text field.
- Limit of Characters – Allows entries of up to the number of characters you specify.

**Note:** If you entered a default value, that value is clipped to this limit.

- Password – Displays the user-entered text as a series of asterisks (\*). This option is available only if Check Spelling is deselected.
- Check spelling – Checks the spelling of user-entered text.
- Comb of Characters -- Spreads the user-entered text evenly across the width of the text field. If a border color is specified, **Solid** or **Dashed Line** is selected in the Appearance tab, each character entered in the field is separated by lines of that color. This option is available only when no other check box is selected.



**A**



**B**

### ***Text fields with and without the Comb property***

*A. Text field with a border color, using the Comb property*

*B. Text field without the Comb property*

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- Multi-line – Allows more than a single-line entry in the text field.



### ✧ **Set text field properties as default**

To set the current properties as default, right-click the text field > select **Use Current Properties as New Defaults**.

## **Signature Field**

The signature field is specially designed by to create blank digital signature fields for reviewers to sign. You can place the field anywhere you want the reviewers to sign.

### ✧ **Create a new Signature field**

Choose **Form > Signature Field** , your cursor will change into  and do the following:

- Drag an area in the desired place to create a signature field.
- A box appears under the field for you to input the name.
- You can also click the **All Properties** to do more settings. Or double-click the field to open the signature Properties dialog box.

For moving, resizing, deleting, duplicating the signature field and setting tab order, please refer to ["Push button"](#).

To set signature field's General, Appearance, Position, and Actions tab properties, please refer to ["Set push button properties"](#).

Foxit PDF Editor Cloud supports to sign and verify digital signatures on XFA forms created by Adobe LiveCycle. To sign and verify digital signatures, please refer to [Digital Signature](#).

The Signed tab for the signature field properties

- Nothing Happens When Signed – it is set as default.
- Mark As Read-Only - Prevents other readers to change the digitally signed form.
  - ✧ All Fields - Prevents any changes to any form field.
  - ✧ All Fields Except These - Allows changing the selected form fields. Click the Pick button and select check boxes for the fields that you want the reviewers to edit after signing.
  - ✧ Just These Fields – Prevent to change the form fields you pick.

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- This Script Executes When Field is Signed:

Activate a custom JavaScript when the user digitally signs the form. Click the **Edit** button to change or create a new JavaScript action.

### Image Field

An image field is a Push Button with JavaScript prewired, which allows users to quickly browse and select an image to add to the PDF document. For creating and modifying an image field, please refer to the instructions on [Push button](#).

### Date Field

A date field is a Text Field with the Format set to Date, letting users quickly fill in a date in the PDF. When users click the date field with the **Hand** command, the Date picker arrow icon appears. Click the arrow icon and choose a date from the Date picker. Then the date is successfully filled in the date field with the specified format. For creating and modifying a date field, please refer to the instructions on the instructions on [Text Field](#).

## Arrange form fields

You can arrange form fields in a page, such as aligning, centering and distributing form fields. Before arranging form fields, select multiple form fields.

### Select multiple form fields

To arrange the form fields, you have to select multiple form fields that you want to arrange first.

To select multiple form fields, do one of the following:

- Choose the Select Annotation command > Shift-click or Ctrl-click each form field.
- Choose the Select Annotation command > drag a selection marquee around the area to select them.

To deselect an individual form field, Ctrl-click the specific field.

**Note:** The form field highlighted in red is the anchor. When you select multiple form fields by clicking, the last field selected is the anchor.

## Align/Center/Distribute multiple form fields

Please refer to [Arrange comments](#) for details.

## Resize multiple form fields

Select one of the form fields as the anchor, and the rest of the form fields will be resized with the same height or width as that of the anchor form field. For example,

- Select form field A and B with the Select Annotation command. Suppose that you want to set A as the anchor form field.
- Right-click A > **Size** > **Height/Width/Both**. And you'll see that the height/width/height and width of B is resized to be the same as that of A.

## Set Form-field Tab Order

Please refer to [Set Tab Order of Push Button](#).

## Page templates

Page templates can be used to fill a PDF form where users need to add more pages if they still have info to enter. Or, an official organization like Customs creates a page template which contains several buttons with JavaScript actions that corresponding forms will appear when users click on different buttons to fill in forms based on different situations.

### Create a page template

1. Navigate to a page that you want to create a page template from.
2. Click **Form** > **Page Template**.
3. In the **Page Templates** dialog box, enter the name and click **Add**.
4. A message box pops up to ask you whether to create a new page template from the current page. Click **OK**.
5. The name of the created template will be listed in the dialog box, and you can preview it on the left of the dialog box by checking the box to the left of the template name.
6. Click **Close** to exit the **Page Templates** dialog box.

## Manage page templates

In the **Page Templates** dialog box, choose a template and click **Goto** to navigate to the page. You can also rename, replace, and delete page templates.

### ✧ Rename a page template

1. Click **Form > Page Template**.
2. In the **Page Templates** dialog box, choose the template you want to rename, click **Rename** and click **OK**.
3. Type a new name in the pop-up dialog box and click **OK**.
4. Click **Close** to exit the **Page Templates** dialog box.

### ✧ Replace a page template

1. Navigate to a desired page you want to replace with.
2. Click **Form > Page Template**.
3. In the **Page Templates** dialog box, choose the template you want to replace, click **Replace** and click **OK**.
4. Click **Close** to exit the **Page Templates** dialog box.

### ✧ Delete a page template

1. Click **Form > Page Template**.
2. In the **Page Templates** dialog box, choose the template you want to delete, click **Delete** and click **OK**.
3. Click **Close** to exit the **Page Templates** dialog box.

## Set the field calculation order

When you define two or more calculations in a form, the order in which they are carried out is the order in which you set the calculations. In some cases, you may need to modify the calculation order to obtain correct results.

For example, if you want to use the results obtained from calculating two form fields to calculate the value of a third form field, the first two form fields must be calculated together first to obtain the correct results.

- Choose **Form > Calculation Order**.

The Calculation Order dialog box displays all calculable fields in your form and the order in which the calculations are performed.

- To change the field calculation order, select the field from the list, and then click the **Up** or **Down** button as needed.
- Click **OK** to finish.

## **Edit Static XFA Forms**

Foxit PDF Editor Cloud supports editing of static XFA forms.

To edit static XFA forms, please do as below:

1. Open the static XFA form with Foxit PDF Editor Cloud and choose **Form > Edit Static XFA Form**. You'll be prompted to save a copy of the original file to continue to edit.
2. Click **OK** to edit the form as needed.

## **JavaScript**

JavaScript is a dynamic, prototype-based language with first-class functions, which serves as a means to easily create interactive web pages. In Foxit PDF Editor Cloud, you can easily integrate this level of interactivity into your PDF documents.

With Foxit PDF Editor Cloud, you can invoke JavaScript code using actions associated with documents, bookmarks, links, and pages. Foxit PDF Editor Cloud provides four options –Document JavaScript, Document Action, JavaScript Console, and Edit All JavaScripts. The Document JavaScript lets you create or access document level scripts in Foxit PDF Editor Cloud. The Document Action lets you create document-level JavaScript actions that apply to the entire document. The JavaScript Console provides an interactive and convenient interface for testing portions of JavaScript code and experimenting with object properties and methods. The Edit All JavaScripts option allows you to create and edit all JavaScripts (e.g. bookmark JavaScripts, page JavaScripts, etc.) in the JavaScript Editor.

## **Document JavaScript**

Document JavaScripts are variable and function definitions that are generally useful to a given document, but are not applicable outside the document.

- Variable definitions: Define variables at the document level to make them visible to any executing script.
- Function definitions: Define functions at the document level that support the user interaction with the document. These functions may be utility functions for

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handling common tasks for string or number manipulation, or functions that execute lengthy scripts called by actions initiated by a user interacting with form fields, bookmarks, page changes, etc.

To create or access document level scripts in Foxit PDF Editor Cloud, select **Form > JavaScript > Document JavaScript**. The pop-up JavaScript Functions dialog box enables you to add, edit, or delete document level scripts. All the document level scripts are stored within the PDF document.

In JavaScript Functions dialog box, you will see the following buttons:

- Close – Closes the dialog box.
- Add – After typing a new Script Name, a JavaScript Editor dialog box pops up. You can create and edit document level scripts here. To change the font of JavaScripts, click the Font button.
- Edit – The JavaScript Editor dialog box pops up, enabling you to modify the JavaScripts you create.
- Delete – Delete the JavaScript you selected.

### **Document Action**

You can create the document-level JavaScript actions that apply to the entire document. For example, selecting Document Did Save runs the JavaScript after a document is saved.

### **JavaScript Console**

JavaScript Console is a control panel for the execution and debugging of JavaScript code. Serving as a debugging aid, it is quite useful for displaying debug messages and executing JavaScript. To active the JavaScript console, select **Form> JavaScript > JavaScript Console**, and do the following:

1. In the pop-up JavaScript Console dialog box, type your JavaScript code.
2. Click **Run** button to run your JavaScript code. You will be prompted that the code has run successfully.
3. You can click **Clear** to remove all the contents you input from the dialog box, or click **Close** to discard the contents and exit the dialog box.

## JavaScript Editor

You can use the built-in JavaScript editor in Foxit PDF Editor Cloud to create and edit all the JavaScripts in a PDF file. To open the JavaScript editor, choose **Form > JavaScript > Edit All JavaScripts**. In the **JavaScript Editor** dialog box, click **Go to** to jump to a specific line of code. After editing the JavaScripts, click **OK** to save it.



# Chapter 10 – Security

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

## Check PDF security

Some PDF files may contain restrictions preventing actions such as printing, editing, copying, etc. To check if you have these permissions, please do the following:

- Choose **File > Properties > Security**, or **Protect > Secure Document > Security Properties**.

## Password Protection & Certificate Protection

In Foxit PDF Editor Cloud, you can add password protection, certificate protection, and security restrictions to a PDF or PDF portfolio, limiting who can open the file, can copy, edit or print the file, etc. However, the protection in a secured PDF portfolio does not apply to the PDF files in it, so for the component PDFs in a PDF portfolio, if you need to add or remove protection, open the component PDFs and then add/remove protection.

### Password Protection

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

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

#### **Tips:**

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

2. *Foxit PDF Editor Cloud allows you to input Unicode password in the password input box when you open a document protected by Unicode password.*

## **Add a password security**

1. Choose **Protect > Secure Document > Password Protect**, or click **File > Properties > Security**, choose **Password Protection** from the drop-down list.
2. In the Password Protection dialog box, do the following:

### **Document Open Settings:**

**Require a password to open the document** – selects to require users to type the password you specify to open the document.

**Password Input:** specifies a password that users must type to open the document.

**Password Confirm:** type the password again to confirm the password.

### **Document Restriction Settings:**

**Add Document Restriction** – restricts actions to PDFs, such as printing, editing, etc.

**Password Input:** specifies a password that is required to change the permissions settings. If the file is opened in Foxit PDF Editor Cloud, the user can view the file but must enter the permissions password to change the file's security and permissions settings.

**Password Confirm:** type the password again to confirm the password.

### **Permission Specification:**

The security details you specified are shown on the left. Click **Permission** to set the restriction settings. In the **Permission Settings** dialog box, check **Restrict printing and editing of the document and its security settings** and then select the options as needed.

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

- A. Print with low resolution – allows users to print at no higher than 150-dpi resolution.
- B. Print with high resolution – allows users to print with any resolution.

**Changes Allowed** – defines which editing actions are allowed in the document.

- A. **Inserting, deleting, and rotating pages** – allows users to insert, delete, and rotate PDF pages.
- B. **Filling in forms and signing existing signature fields** – allows users to fill in forms and sign documents in existing signatures fields.
- C. **Commenting, filling in forms and signing existing signature fields** – allows users to add comments, fill in forms and sign documents in existing signatures fields.
- D. **Any except extracting pages** – allows users to do any operation but extract pages. If you choose this option when encrypting a PDF portfolio, users are allowed to add, create, and remove files in the PDF portfolio.

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

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

### **Encrypt Settings:**

**Encryption Algorithm-** defines data transformations that cannot be easily reversed by unauthorized users. Foxit PDF Editor Cloud supports 128-bit AES, 256-bit AES and 128-bit ARC-FOUR.

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

**Save the setting as a new policy** – save the current security settings as a policy so that you can apply it to other documents.

3. Click Ok and save the document to make setting take effect.

### **Modify password and security settings**

1. Choose **Protect > Secure Document > Security Properties**, or choose **File > Properties**.
2. In the Security tab for the document properties, choose **Document Security > Password Protection**, and then click **Change Settings...**
3. Do the settings as "[\*\*Add a password security\*\*](#)" and then click **OK**.

## **Remove password and security settings**

To remove password and security settings from a PDF, you must have the permissions to do so.

1. Open a PDF, and choose either way of the following to remove password and security settings.
  - Choose **Protect > Secure Document > Remove Security**.
  - Choose **Protect > Secure Document > Security Properties**, or choose **File > Properties**. In the Security tab for the document properties, choose **No Protection** from Security Method menu.
2. A **Foxit Security** message box will prompt to ask whether you are sure to remove security from this document.

## **Certification Protection**

The advantage of securing documents with certificates is that authors can specify unique permissions for each person. For example, authors can permit a person to fill in forms and comment in document, and permit another person to edit text or delete pages. You can choose certificates from files on disk, or from the Windows certificate store. Only a specific set of users whose identities can be verified and managed can have access to the document. A certificate that contains public key and other identifying information is used to encrypt documents, or verified a digital signature. Only corresponding private key decrypts the document that was encrypting using the certificate.

Generally, if possible, encrypt documents using certificates from third-party provider. If the certificate is lost or stolen, the issuing authority can replace it, if a self-signed certificate is deleted, all PDFs encrypted using the certificate is forever inaccessible.

## **Add a certificate security**

1. Choose **Protect > Secure Document > Certificate Protect**.
2. In Certificate Protection dialog box, create intended recipient list for the encrypt document:
  - Click **New ID** to create and store your self-signed digital ID in:

New PKCS#12 digital ID file – Stores the digital ID information to a file with

## **Chapter 10: Security**

the extension .pfx on Windows and .p12 on Mac OS. You can use the files interchangeably across different operating systems.

Windows Certificate Store – Stores the digital ID to a common location. Other Windows applications can also retrieve it.

- Click **Import** to import a certificate from Windows Certificate store.
  - Click **Browse** to import a certificate from disk.
  - Click **Remove** to delete a recipient from recipient list.
  - Click **Permission** to set document restriction for the selected recipient. About Permission options, please refer to "[Add document restrictions](#)" of **Password security options**.
3. Select **Encryption Algorithm** (support 128-bit AES, 256-bit AES and 128 bit ARC-FOUR).
  4. Check **Don't Encrypt metadata** to encrypt the documents except metadata.
  5. (Optional) Check **Save the settings as a new policy** to save the current security settings as a policy so that you can apply it to other documents.
  6. Click **OK** and save the document.

See also "[About digital ID](#)"

### **Change or remove certificate protection**

To change or remove security settings, you must have permission to do so. If you want to change or remove security encrypted with certificate, you must have all access to the document, or you can't do changes or remove security settings.

To change certificate protection, please do the following:

1. Choose **Protect > Secure Document > Security Properties**, or choose **File > Properties**.
2. In the Security tab for the document properties, choose **Document Security > Certificate Protection**, and then click **Change Settings...**
3. In Certificate Protection dialog box, refer to [Add a certificate security](#).
4. Click **OK** and save the document to apply your changes.

To remove certificate protection, please do one of the following:

1. Choose **Protect > Secure Document > Remove Security**.
2. Choose **Protect > Secure Document > Security Properties** or choose **File > Properties**, in the Security tab for the document properties, choose **No**

**Protection** from Security Method menu.

## Set Security Policies

If you often apply the same security settings to multiple PDFs, you can save your settings as a policy that you can apply to other PDFs. Security policies include the security method, encryption password, permission settings, etc.

### Create a security policy

1. Choose **Protect > Secure Document > Security Policies**.
2. Click **New**.
3. Choose security method from menu and specify the policy name and description.
4. Click **Edit Details** to set restriction settings or passwords.
5. Review the policy details, and then click **Close**.

### Secure PDFs using policies

You can apply any security policy to a PDF file. To secure a PDF with a security policy that you specified, do the following:

1. Open a PDF document.
2. Choose **Protect > Secure Document > Security Policies**.
3. In the Manage Security Policies dialog box, select a policy which you want to apply to the PDF file.
4. Click **Apply to this Document**.
5. Save the document to apply the security policy.

### Manage security policies

After you create security policies, you can manage them by copying, editing, and deleting.

1. Choose **Protect > Secure Document > Security Policies**.
2. In the Manage Security Policies dialog box, select a policy from left panel and do one or more of the following:
  - Click **New** to create a new policy.
  - Click **Copy** to copy a policy. This option is useful when you create a new policy that's based on the settings of the selected policy.
  - Click **Edit Details** to edit a policy.
  - Click **Delete** to delete a policy.
  - Click **Close**.

## Remove hidden data

Foxit PDF Editor Cloud supports the removal of hidden information that is private or sensitive for users from their PDFs, generally including metadata, embedded content, attached files, and scripts.

There are two commands you can use to remove hidden information: **Sanitize Document** and **Remove Hidden Information**. To remove all hidden information from a PDF file in one go, choose **Protect > Hidden Data > Sanitize Document**.

To select and remove the hidden information you want to remove, do the following:


1. Choose **Protect > Hidden Data > Remove Hidden Information**.
2. In the pop-up dialog box, select the document information you want to remove, and click **OK**.
  - **Metadata** – the data in the document information dictionary and all metadata streams, such as the information in the **File > Properties > Description**.
  - **File Attachments** – all file attachments in the document, including the ones that are added with the **File Attachment** command in the **Edit** tab and the **File** command in the **Comment** tab.
  - **Bookmarks** – all bookmarks in the document.
  - **Embedded search index** – the search indexes embedded in the document.
  - **Comments and markups** – all comments added to the document, including files attached as comments.
  - **Form fields** – all form fields in the document. After the removal, all form fields are flattened and can no longer be filled or modified.
  - **Hidden text** – the text that is transparent, covered up by other content, or has the same color as the background in the document.
  - **Hidden layers** – all layers (including both shown and hidden layers) in the document.
  - **Deleted or cropped content** – the invisible content that has been removed or cropped, such as deleted or cropped pages.
  - **Links, actions and Javascripts** – the links created using the **Link** command, the actions included in the properties of content like form fields and bookmarks, and all JavaScripts in the document.
  - **Overlapping Objects** – If a page includes objects (not including text objects) that overlap one another, the whole page will be changed to an image object after the removal.


**Note:** When you remove hidden information with the **Sanitize Document** command, the multimedia files added using the **Audio & Video** command will also be removed.

## Redaction


The redaction feature allows you to remove sensitive information from your document prior to making it available to others. You are able to mark the text, graphics, text and graphics, or pages for Redaction first, and then apply the redaction. Alternatively, you can use the **Whiteout** feature to remove the content permanently and replace it with white background with one click.

### Mark for Redaction

To mark text or graphics for redaction, select **Protect > Mark for Redaction > Text & Images**, and the Hand command changes into a Cross  automatically. Then do any the following to mark the content:

- Drag a rectangle where you want to add redaction. This method allows you to select and mark both text and images at the same time.
- Double-click an image to mark an entire image.
- Hover the pointer over the text. When the pointer changes into , click and drag to select the text you want to redact.
- If you need to add redaction to the same position on multiple pages, please right-click the marked content and choose **Place on Multiple Pages....**

To mark pages for redaction, select **Protect > Mark for Redaction > Mark Page**, and choose the page range you want to add redaction to.

The marked content or page will be filled with black color in a red rectangle once moving close the pointer to the selected area. You can move and resize the rectangle before you apply the redaction. (**Note:** *You can't move or resize the rectangle around the text selected with the pointer .*)

### Set Redaction Properties

You can set redaction properties, such as the appearance and the author, and so forth. Only before you apply the redaction can you set the properties.

Right-click the marked area and choose **Properties...** and the Redaction Properties dialog box pops up. The redaction properties have Appearance tab, General tab and



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Review History tab. There are two additional settings on every tab:

- **Locked** – When selected, prevents any further changes to any redaction properties.
- **Set Current Properties as Default** – sets the current properties as default.

### **Appearance** tab:

Redacted Area Fill Color – select a fill color for the boxes that will replace the redacted items.

Use Overlay Text – check this item if you need to display some text or code on the redacted area. You can set the font, font size, font color and text alignment.

Custom Text – check this option and input the text you want to display in the redacted area.

Redaction Code – check this option to select code entries from corresponding code sets.

Add Selected Entry – After selecting a code entry, click this option to add the code entry to the box next to the Redaction Code option. When you select a code entry that has been added to the box, the option changes to Remove Selected Entry to allow you to remove the added code entry from the box. (*Tip: You can also add/remove code entries by selecting or unselecting items from the context menu of the marked area.*) The names of the code entries you added will appear in the marked area when you put your cursor on the area.

Edit Codes – click it if you need to add, rename, remove, or import/export redaction codes and code sets.

### **General** tab:

You can change the author and subject of the redaction.

### **Review History** tab:

You can see the history of changes which have been made to the status of a redaction before applying the redaction.

## **Apply Redactions**

You need to apply redactions after marking the text, graphics, or pages you want to


redact. To apply redactions, do the following:

1. Select **Protect > Mark for Redaction > Apply Redactions** to redact all of the marked content in the document. You can also do this by right-clicking the marked content and choosing **Apply** or **Apply All** to redact either the selected content or all of the marked content in the document.
2. A dialog box pops up to give a warning message and asks if you are sure to apply redactions or not. Select **OK** to apply redactions.

When you save the document after applying redactions, you can save the redacted file automatically as a new file with the preconfigured filename. To configure the filename, please select **Adjust filename when saving applied redaction marks** and input text in the **Prefix** and **Suffix** boxes in **File > Preferences > Documents > Redaction**.

## Search and Remove Text

You can find and remove content either in a single PDF file or in multiple PDF files under a specified folder that contain searchable text with the Search & Redact command.

1. Select **Protect > Mark for Redaction > Search and Redact**. (Or click the **Search features**  icon in the upper right corner of the Foxit PDF Editor Cloud window and choose **Search & Redact**.) Then specify what you want to redact in the Search panel. (For more about the search feature, please refer to ["advanced search"](#).) Please do one of the following:
  - ✧ To search and redact an exact word or phrase, select **Match exact word or phrase**. Then type the text you wish to find and redact into the search dialogue box.
  - ✧ You can search and redact multiple words or phrases at the same time. Select **Multiple words or phrase**, and click **Select Words...**. In the pop-up dialog box, enter the word or phrase you want to search and redact, and click **Add**. Repeat until you add all the words/phrases you want to search for. Or you can click **Import** to import a text file with the list of words or phrases to search for. For the words you have added, click **Export** to export them to a text file.
  - ✧ To search and redact a predefined redaction profile, select **Redaction Profiles** and then select an existing redaction profile you want to use. See also [Create and manage redaction profiles](#).
  - ✧ To search and redact patterns (such as phone numbers and credit card numbers), select **Looks like search pattern**. Then select the pattern you want to search from the **Select your pattern** drop-down list, and choose the specific country or region from the **Country/Region** drop-down list.
2. Click **Search**.
3. Check the results you want to redact, and choose **Mark whole word(s) for**

**redaction** to mark all characters of the word(s) you search, or choose **Mark partial word(s) for redaction** to mark the specified characters of the word(s).

If you choose **Mark partial word(s) for redaction**, the **Settings** dialog box pops up and allows you to specify the characters you want to mark. To change your character settings, click the **Settings** button in the Search panel.


4. Click the button **Mark Checked Results for Redaction** at the bottom of the search dialogue box.
5. Click the **Apply Redactions** button. Or Choose **Protect > Mark for Redaction > Apply Redactions**.

**Note:** *This operation cannot be undone and the selected content will be removed permanently after you apply redactions. It is recommended that you save a backup copy of this document before you apply the redaction.*

## Create and manage redaction profiles

A redaction profile specifies the text to be redacted, the new text that you want to overlay the redacted text with, and the search criteria. When you need to search and redact content in documents that require the same protection, using a redaction profile can improve the productivity in your document workflow.


To create a redaction profile, do as the following:

1. Select **Protect > Mark for Redaction > Search and Redact**, and the **Search** panel opens. (Or click the **Search features**  icon in the upper right corner of the Foxit PDF Editor Cloud window and choose **Search & Redact**.)
2. From the search criteria drop-down list, choose **Redaction Profiles**.
3. Click **Create**.
4. In the pop-up dialog box, input a name for the profile to be created.
5. In the **New word or phrase** box, type the text you want to redact. In the **Overlay text** box, type the text that will be displayed on the redacted text. Then click **Add**. Repeat as needed. The redacted text and the Overlay text you add will be listed as groups in the **Word/Phrase and overlay text list** box. To remove a group, select it and click **Remove**.
6. (Optional) Select any of the following options to specify the search criteria as needed.
  - a) To limit the search to match only whole words, check **Whole Words Only**. For example, if you search for the word *Read*, the word *Reader* will not be found. This criterion is only available for text search.
  - b) To make the search case-sensitive, check **Case-Sensitive**. For example, if you search for the word *text*, the words *Text* and *TEXT* will not be found. This

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- criterion is only available for text search.
- c) To highlight all the text search results, please check **Highlight All Text**.
  - d) To make the size of the Overlay text fit the redacted area, select **Always Auto-Size text to fit redaction region**. For example, if the Overlay text is too long, the part that exceeds the redacted area will not be displayed. With this option selected, the text size will automatically shrink and all of the Overlay text will be displayed on the redacted area.
7. Click **Save & Search** to save the profile and search the document immediately, after which you can select the found instances and apply redaction. Or just click **Save** to save the profile.

To manage existing redaction profiles, do as the following:

1. Select **Protect > Mark for Redaction > Search and Redact**, and the **Search** panel opens. (Or click the **Search features**  icon in the upper right corner of the Foxit PDF Editor Cloud window and choose **Search & Redact**.)
2. From the search criteria drop-down list, choose **Redaction Profiles**.
3. Click **Manage**.
4. In the pop-up dialog box, select a profile and do any of the following:
  - Choose **Edit** to modify the selected profile. For details, please refer to [Create a redaction profile](#).
  - Choose **Delete** to remove the selected profile.
  - Choose **Import** to import a redaction profile.
  - Choose **Export** to export the selected profile.

## **Trust settings**

You can customize trust settings for Foxit PDF Editor Cloud, which is helpful to make your PDF workflow both secure and efficient. To specify the settings, click **File > Preferences > Trust Manager**.

## **Safe Reading Mode**

Safe Reading Mode enables you to control unauthorized actions and data transmissions that efficiently avoid attacks from malicious content and viruses.

### **Activate Safe Reading Mode**

**To activate Safe Reading Mode, do the followings:**

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- Select **File > Preferences > Trust Manager**, and check **Enable Safe Reading Mode** option.
- Click **OK**.

### **On-line whitelist management**

Foxit PDF Editor Cloud allows users to add trusted URLs to better manage file access.

To set on-line whitelist, please follow the steps below:

Choose **File > Preferences > Trust Manager > click Change Settings** in the **Internet Access from PDF Files outside the web browser** group, then **Manage Sites** dialog box will pop up as shown below:

- Allow PDF files to access all web sites: Select it to allow access to all web sites.
- Block PDF file access to all web sites: Select it to restrict access to all web sites.
- Custom setting: You can customize the trusted URLs to restrict access to only the URLs you customize.
  - Select **Custom setting**.
  - Input the host name of a website under the **Host name** field.
  - Click **Allow** and then click **OK**.

The URLs that you trusted will be added in the Web Sites List. If you want to delete the trusted URL, please select it and click **Delete**. For the URLs not included in the Web Sites List, you can check one of the following options to set the default behavior when connecting to the web sites.

- Always ask: When you try to access websites not listed as trusted, Foxit PDF Editor Cloud will always prompt you with a pop-up window saying: "If you trust this site, click Yes; otherwise, click No". This is selected by default.
- Allow access: Access to all websites will be available if it is selected.
- Block access: Access to all websites will be blocked if it is selected.

### **Run Script Right Control**

Foxit PDF Editor Cloud allows users the rights to run script accordingly, and at the same time making sure the software executes and secures PDF files. To set the run script rights, please follow the steps below:

Choose **File > Preferences > JavaScript** or **Trust Manager**, and then set the rights as required:

- To enable all JavaScript: Check **Enable JavaScript Actions** and uncheck **Enable Safe Reading Mode**.
- To disable all JavaScript: Uncheck **Enable JavaScript Actions** and check **Enable Safe Reading Mode**.
- To enable secured JavaScript: Check **Enable JavaScript Actions** and **Enable Safe Reading Mode**.

# Chapter 11 – Signature

Foxit PDF Editor Cloud provides robust, secure and quick signature features, including legally-binding eSignatures, ink signatures, and digital signature.


## Foxit eSign

Foxit PDF Editor Cloud integrates with Foxit eSign, a legally-binding electronic signature service. With a licensed account, you can perform an eSign workflow not only on the Foxit eSign website using a web browser but also within Foxit PDF Editor Cloud directly, which allows you to edit your documents and collect signatures with complete ease.

With Foxit eSign in Foxit PDF Editor Cloud, after logging in with a licensed account, you can create your own signatures and electronically sign documents by placing the signatures on PDF pages, which is as easy as signing a paper document with a pen. You can also quickly initiate an eSign process to collect signatures from multiple people.

When you electronically sign a PDF within Foxit PDF Editor Cloud, the appearance of an applied signature/initials may include information like Signer ID and the date/time when you signed, depending on the settings for your Foxit eSign account. In your Foxit eSign account, you can use a set number of envelopes based on your license plan, and one envelope will be used when you electronically sign a PDF within Foxit PDF Editor Cloud. For more information about envelopes and Foxit eSign, you can refer to [Foxit eSign Knowledge Base](#).

## Create your own signatures and sign a PDF

1. Open the document you want to sign.
2. (Optional) Use the tools in the **Foxit eSign** tab to add text or symbols to fill your PDF as needed.
3. Click the **+** sign on the signature palette (or click  on the lower right corner of the signature palette and choose **Create Signature**) in the **Foxit eSign** tab to create a signature (Full Name) and the corresponding initials. Or you can click **Manage Signatures** in the **Foxit eSign** tab and click **Add** in the pop-up **Manage Signatures** dialog box to create signatures. (**Note:** The **+** sign is displayed when there aren't any signatures created yet or when there aren't any initials created for the

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*corresponding signature.)*

4. In the **Create Signatures** dialog box:
  - Draw a signature, import a file, copy a snapshot from the clipboard, or type text content to create signatures. When you type text to create a signature, you can click **Change Style** to change the text style for your signature. (*Tip: You can sign your signature on a clean white sheet of paper using a black pen, and scan it to an image file. To create the best signature, it is suggested to scan your signature in monochrome at 600 DPI.*)
  - Click **Online > Download Signature/Download Initials** to open the **Online Signature** dialog box, which shows the signatures you have previously saved online. Then select and download the desired signatures as the signature/initials. You can also delete signatures in the dialog box by clicking **Delete**.
5. Click the **Options** button to select the options as needed:
  - **Convert signature to black & white:** the signature will be created in black and white even if the original image is chromatic.
  - **Keep original size:** selects the option and the signature will be created with the original size. If the signature width/height is greater than the page size, Foxit PDF Editor Cloud will zoom it out to a signature with a width of 100 pixels while maintaining the original proportion. The option is only available when the signature is from an imported file or Clipboard. With the option unselected, the signature will be resized and created with a width of 100 pixels while maintaining the original proportion by default.
  - **Discard the signature when program closes:** the signature will be discarded the next time you launch Foxit PDF Editor Cloud.
  - **Require password to use this signature:** Specify a password that will be required when users sign the document with the signature. Enter the password again to confirm it.
6. Click **OK**.
7. Select your created signature on the signature palette, and then the cursor will be changed into a shape with the appearance preview of the signature.
8. Place the cursor to the position you want to sign and click. Or drag a rectangle to define the size and placement. The signature stays selected until you choose another tool. You can place multiple signatures on pages continuously without the need to reselect the same signature.
9. Click the signature with the Hand command, and it will be highlighted with a red rectangle. After adding the signature, do any of the following, if necessary.
  - To resize the signature, drag the small blue square on the lower right corner of the rectangle. After resizing the signature, you can right-click the signature and choose **Set Current Size as Default** to set the size as default so that Foxit PDF Editor Cloud will remember and apply the same size when you add the same signature in the future.





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- To move the signature, drag the rectangle directly to the desired place.
  - Before applying the signature, you can right-click the signature and choose relevant options from the context menu to copy, cut, paste, or delete the signature.
10. (Optional) Right-click the signature you added, and select **Place on Multiple Pages** from the context menu to place the signature to multiple pages.
  11. Click **Apply All Signatures** on the ribbon to apply all signatures in the document.

### **Notes:**

1. When you have placed signatures/initials that are from the same group of signatures on pages, you need to apply those signatures/initials first if you want to place signatures from another group.
2. Once applied, the signatures/initials can no longer be edited or deleted.

## **Manage signatures**

1. Click **Manage Signatures** in the **Foxit eSign** tab.
2. In the **Manage Signatures** dialog box, do any of the following:
  - Click **Add** to create signatures and initials.
  - Click the **Edit**  or **Delete**  icon to edit or delete existing signatures.
  - Click the **Upload**  icon to upload the signature to Foxit eSign server.

Please note that Foxit eSign server only saves one group of signatures (full name and initials). If you upload multiple groups of signatures, the latest group will be kept on Foxit eSign server.

**Note:** If you upload a group of signatures to Foxit eSign server through the **Manage Signatures** dialog box, the signature/initials saved in your profile in the Foxit eSign website will automatically be changed to the default signatures you set. However, if you make changes to the signature/initials in your profile on the Foxit eSign webpage, the changes will not be synchronized automatically to Foxit eSign in Foxit PDF Editor Cloud, and you can download the modified signature/initials through [the Online Signature dialog box](#) if needed.

## **Initiate an eSign process in Foxit PDF Editor Cloud**

To send your documents for eSignatures within Foxit PDF Editor Cloud, do the following to initiate an eSign process:

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1. Open the document you want to send for eSignatures.
2. After logging in to your Foxit eSign account, click **Request Signature** in the **Foxit eSign** tab.
3. A file tab named "Request Signature" is opened in the application window. The current document has been uploaded to the Foxit eSign server and listed in the "Request Signature" file tab. Together with the document, you can add more documents to send for eSignatures.
4. Add signers.
5. Add the fields to the documents for signers to fill in, and assign the properties to the fields as required.
6. Enter the email subject and messages and then send the envelope to the recipients.
7. (Optional) You can view all envelopes you have sent in the "Document Signature" file tab, which appears when you click **Document Status** in the **Foxit eSign** tab.

The process to request eSignatures in Foxit PDF Editor Cloud is the same as in the Foxit eSign website, and you can refer to [Foxit eSign Knowledge Base](#) for detailed instructions.

In the **Foxit eSign** tab, you can perform additional tasks using the **Send in Bulk**, **Create Online Form**, and **Add E-Sign Branding** commands. Clicking on any of these commands will take you to the Foxit eSign website to perform the corresponding actions. For more information on the commands, please refer to [Foxit eSign Knowledge Base](#).

- **Send in Bulk:** Send a single document or envelope to a large number of recipients with just a few clicks.
- **Create Online Form:** Create a web form that can be used to collect mass signatures through a link.
- **Add E-Sign Branding:** Customize your company's logo and theme color. This branding will appear on all outgoing emails, Signature Certificates, the Online Form Success Page, and throughout the User Interface in the top left of every page.

## **Manage eSign agreements**



You can manage your eSign agreements efficiently and effortlessly with the homepage of Foxit PDF Editor Cloud. To do this, navigate to the **Documents** page, and select the **eSign agreements** tab for a comprehensive overview of all your associated eSign agreements. The **eSign agreements** tab includes sub-tabs containing different categories of agreements, such as those waiting for your or others' signatures, saved drafts, and completed agreements.

You can utilize the filters (such as DRAFT, SHARED, and CANCELLED), Envelope Name, or Recipient Name to search for specific agreements in the **All agreements** sub-tab. Clicking on the **Request Signatures** button in the **All agreements** sub-tab redirects you to the Foxit eSign website in a new tab to initiate an eSign process.

## Quick PDF Sign

Quick PDF Sign enables you to create your self-signed signatures (ink signatures) and add the signature to the page directly. You don't need to create different signatures for different roles.

To create your own handwritten signature and sign a PDF, follow these steps.


1. Choose **Home/Protect > Fill & Sign**. And the **Fill & Sign** context tab appears on the ribbon.
2. (Optional) Use the tools in the **Fill & Sign** context tab to add text or symbols to fill your PDF as needed.
3. Click  in the signature palette on the ribbon or click  on the lower right corner of the signature palette and choose **Create Signature** from the drop-down menu. Or you can click **Manage Signatures** in the **Fill & Sign** context tab and click **Add** in the pop-up **Manage Signatures** dialog box to create signatures.
4. In the **Create Signature** dialog box, you can draw a signature, import a file, copy from the clipboard, or type text content to create a signature. Or, click **Online** to choose a signature from the online signatures you saved before. When you type text to create a signature, you can click **Change Style** to change the text style for your signature.

**TIP:** You can sign your signature on a clean white sheet of paper using a black pen, and scan it to an image file. To create the best signature, it is suggested to scan your signature in monochrome at 600 DPI.

5. Click **Options** to specify how to create and use the signature.
  - **Convert signature to black & white:** the signature will be created in black and white even if the original image is chromatic.
  - **Keep original size:** selects the option and the signature will be created with the original size. If the signature width/height is greater than the page size, Foxit PDF Editor Cloud will zoom it out to a signature with a width of 100 pixels while maintaining the original proportion. The option is only available when the signature is from an imported file or Clipboard. With the option unselected, the signature will be resized and created with a width of 100 pixels while maintaining the original proportion by default.

## **Chapter 11: Signature**

- **Discard the signature when program closes:** the signature will be discarded the next time you launch Foxit PDF Editor Cloud.
  - **Require password to use this signature:** Specify a password that will be required when users sign the document with the signature. Enter the password again to confirm it.
6. Click **OK**.
  7. Select your created signature on the signature palette, and then the cursor will be changed into a shape with the appearance preview of the signature.
  8. Place the cursor to the position you want to sign and click. Or drag a rectangle to define the size and placement. The signature stays selected until you choose another tool. You can place multiple signatures on pages continuously without the need to reselect the same signature.
  9. Click the signature with the Hand command, and it will be highlighted with a red rectangle. After adding the signature, do any of the following, if necessary.
    - To resize the signature, drag the small blue square on the lower right corner of the rectangle. After resizing the signature, you can right-click the signature and choose **Set Current Size as Default** to set the size as default so that Foxit PDF Editor Cloud will remember and apply the same size when you add the same signature in the future.
    - To move the signature, drag the rectangle directly to the desired place.
    - Before applying the signature, you can right-click the signature and choose relevant options from the context menu to copy, cut, paste, or delete the signature.
  10. Right-click the signature you added, and select **Place on Multiple Pages** from the context menu to place the signature to multiple pages.
  11. You can do one of the following to apply signatures to the document as required:
    - To apply the current signature to the document, right-click the signature, and select **Apply Signature** from the context menu.
    - To apply all signatures in the document, click **Apply All Signatures** on the ribbon.




If you want to flatten the document while applying the signatures, select the **Flatten the document when applying all signatures** option first in **File > Preferences > PDF Sign** (or click  on the lower right corner of the signature palette and choose **Preferences** from the drop-down menu to select the option). For details about flattening, please refer to [Flatten Pages](#).
  12. Upon completion, click **Close** to close the **Fill & Sign** context tab.

**Note:** Once applied, the signature can no longer be edited or deleted.

To manage the created signatures, do the following:

1. Click **Manage Signatures** in the **Fill & Sign** context tab.
2. In the **Manage Signatures** dialog box, do any of the following:

## **Chapter 11: Signature**

- Click **Add** to create signatures.
  - When hovering the cursor over an existing signature, three icons appear. Click the **Edit**  or **Delete**  icon to edit or delete the signature. Click the **Save Online**  icon to save the signature to Foxit Web Service. The signatures saved in Foxit Web Service can be downloaded to sign PDF files from within Foxit PDF Editor Cloud and Foxit PDF Reader/Editor in Windows and Mac.
3. Upon completion, click **Close** to close the **Fill & Sign** context tab.

## **Digital Signature**

A digital signature acts as a traditional handwritten signature that can be used to authenticate the identity of a user as well as the document content. It stores information about the signer along with the date, time, and state of the document when it was signed.

### **About Digital ID**

Digital ID is the identity of a person/organization, which contains your name, Email address, a serial number, an expiration date, and the name of the company. A digital ID contains two keys, one is a public key (certificate) that is used to encrypt or lock data, and the other is a private key that is used to decrypt or unlock data that is encrypted.

You can distribute the certificate that contains the public key and other identifying information to those people who need to use it to verify your identity, validate your signature, or encrypt a document for you. Only your private key can unlock information that was encrypted using your certificate, so make sure to store your digital ID in a safe place.

You can not only obtain a digital ID from a trusted third-party provider called a Certificate Authority (CA) but also create a self-signed digital ID with Foxit PDF Editor Cloud. Digital IDs are usually protected by password; you can store it on a computer in PKCS#12 file format, or in the Windows Certificate Store. All the digital IDs available on the computer are listed in the Digital IDs window. You can choose **Protect > Digital IDs** to check the digital IDs list. In the **Digital IDs** window, you can also view the certificate details, refresh the ID list, add or remove a digital ID, and export a digital ID to an FDF, PKCS, or CER file.

## Sign a PDF

### Place a signature

Before you sign a document, you need to draw a signature field where the signature is placed, get a digital ID, and create the signature.

1. Choose **Protect > Sign & Certify > Place Signature**.
2. Press and hold the mouse button down, and drag to draw a signature field for your signature.
3. In **Sign Document** dialog box, choose a digital ID from drop-down menu. If you do not have any digital ID or can't find the specified digital ID, you will need to get a certificate from the third-party provider or create a self-signed digital ID.
4. (Optional) To create a self-designed digital ID, choose **New ID** from drop-down menu. In the **Add Digital ID** dialog box, select a location to store the digital ID. Click **Next** to type your identity information such as name, organization unit, e-mail address, etc. to be used when generating the self-signed certificate. In **Use Digital ID for**, choose one option as needed. Click **Next** to enter a file name, storage location and password for your new digital ID file. Confirm your password and click **Finish**.
5. For Appearance Type, choose a style from the drop-down list, or click the **Create** button to create a new style for your signature appearance. The created styles will be added to the drop-down list for Appearance Type. Please refer to [Creating signature appearance](#). You can preview your signature in the Signature Preview box.
6. Under **Text For Signing**, input text in the field and select an option from the drop-down list to specify your location and reason to sign the document. Please note that **Location** and **Reason** fields are available only when the signature is defined to include the corresponding option in its appearance type. For the **Reason** field, Foxit PDF Editor Cloud will save your custom reasons for you to choose from the drop-down list easily in future uses.
7. Do any of the following to sign PDF files:
  - To sign the currently opened PDF file, click **Sign**, and then specify the location and file name to save the signed document.
  - To sign multiple PDF files, click **Apply to Multiple Files**. In the pop-up **Sign Multiple Documents** dialog box, do the following:
    - ✧ Click **Add files**, and choose **Local Computer** or **Add Open Files** to add files or opened files that you want to sign with the same digital signature.
    - ✧ By default, the document will be signed in a sequence as they are ordered

in the **Sign Multiple Documents** dialog box. You can adjust the order of files by its name, modified time, or size by clicking the corresponding column name. Alternatively, drag and drop the file in the list to adjust its order. Select a file and click the **Remove** button to delete it, if necessary.

- ✧ Click **Output Options** to specify the file name for the signed PDF document.
- ✧ Click **Sign Immediately**. And then Foxit PDF Editor Cloud will sign your PDF documents with the same digital signature at the same location as your current document, and saved the signed documents in the folder you specified.

**Note:** By default, the document is signed after you place the signature and then you will not be able to move or resize it. To change the setting, please uncheck the **Sign the document immediately after the signature is placed** option in **File > Preferences > Signature**.

### **Move, resize and delete an unsigned signature**

You can move, resize and delete signatures before signing the document, but you aren't allowed to change certificate and appearance of certificate.

#### **1. To move a signature**

Select the Select Annotation command or the corresponding tool, put the pointer over the signature, click and drag the signature to another place you like.

#### **2. To resize a signature**

Select the Select Annotation command or the corresponding Tool, click the signature. Place the cursor on any corner point. Pointer changes into the cursor showing the direction at which the rectangle will be resized.

#### **3. To delete a signature**

- Select the Select Annotation command.
- Right-click the signature and choose **Delete** from context menu, or press **Delete** key.

**Note:** If you have checked the **Locked** option in Signature Properties dialog box, the operations to the signature above are not available.

## Create signature appearance

You can set the appearance of your digital signature by selecting different options in **Configure Signature Style** dialog box. For example, a signature can include an image of your handwritten signature, a company logo, or a photo, date, reasons for signing, and so on.

- Choose **Protect > Sign & Certify > Place Signature**.
- Press and hold the mouse button down, and drag to draw a signature field for your signature.
- In Sign Document dialog box, click the **Create** button to create a new style for your signature appearance.
- In the pop-up **Configure Signature Style** dialog box, you can configure the graphic for your signature by drawing, setting a name, or importing a file. Check the options that you want to show in the digital signature. A signature appearance can include lots of information showing the users attributes, including Name, Logo, Location, etc. Then input a title of the new appearance type in the **Title** box. When you are done, click **OK** to save the settings.
- (Optional) After placing the signature, right-click it and choose **Properties...** to set the properties of the signature field. In the Signature Properties dialog box, you can set the appearance, actions, etc. See also [Signature Field Properties](#). (**Note:** *This operation is not available after signing the document.*)

## Sign Documents

A PDF is signed to indicate your approval. The signature is flattened, so it cannot be resized and moved after signing the document. Multiple people can sign a PDF more than once. When you sign a document, your digital signature appears in the signature field. The appearance of the signature depends on your preferences.

1. Sign a PDF after placing, please choose one of the followings to sign the document:
  - Choose **Protect > Sign & Certify > Sign Document**.
  - Select the Hand command and right-click the signature, choose **Sign Document**.
  - Select the Hand command, and click the signature.
2. Type file name and specify location in pop-up Save As dialog box.

**Note:** By default, the document is signed after you place the signature. To change the setting, please uncheck the **Sign the document immediately after signature is placed** option in **File > Preferences > Signature**.



## Validate Signatures

Signature validity is determined by checking the authenticity of the signature's digital ID certificate status and document integrity. Depending on how you have configured your application, validation may occur automatically.

### Set Signature Verification Preference

By default, Foxit PDF Editor Cloud will verify signatures when the document is opened, and will check the certificate revocation status while verifying signatures. If you want to change the setting, please go to **File > Preferences > Signature**, and uncheck the corresponding option in **Signing & Verifications** group. For more information, please refer to "[Signature Preference](#)".

### Check the validity of a signature

By default, Foxit PDF Editor Cloud verifies signatures when the document is opened. A message box appears in the top-right corner of the document pane to indicate the signature status. You can click **Signature Panel** on the notification message to check the details about the document certification and signatures in the **Digital Signatures** panel.

### Validate a signature

1. Open the PDF containing the signature, do one of the followings:
  - Choose **Protect > Validate**.
  - Right-click the signature with the Hand command, choose **Validate Signature** from context menu.
  - Select the **Hand** command on the toolbar and click the signature.
  - Click the **Digital Signatures** panel, right-click the signature and choose **Validate Signature**.
2. Pop-up a Signature Validation Status message box which describes the validity of signature.

### View signed versions of a digitally signed PDF

A signed version will be automatically saved each time you sign a PDF with a digital

## Chapter 11: Signature

signature. If a digitally signed document was modified, you can still view the signed version without the modification. For a document digitally signed several times, you can view each signed version without the changes made after each signature was applied. All signed versions along with their corresponding digital signatures are listed in the **Digital Signatures** panel.

To view a signed version of a digitally signed PDF, do as the following:

1. Open the signed document with Foxit PDF Editor Cloud.
2. In the **Digital Signatures** panel in the navigation pane, select and expand a signature, and choose **Click to view this version**. Or right-click the signature in the document pane with the Hand command and choose **View Signed Version** from the context menu.
3. Then this version will be opened in a new tab in the application window, with the title of "filename.pdf-Signed Version". (**Note:** *If the document has not been modified since the selected signature was applied, a prompt appears saying you are already viewing the version covered by the selected signature.*)
4. (Optional) Following each signed version in the **Digital Signatures** panel lists the changes made to the signed version. Clicking on one of the changes will jump to the related area in the document.

### Compare versions of a digitally signed document

For a digitally signed document (which might have been signed several times), you can view the differences (if any) between a signed version and the current version you have.

To compare a signed document with the current version, do as the following:

1. Open the current version you have with Foxit PDF Editor Cloud.
2. Right-click the desired signature in the document pane with the **Hand** command and choose **Compare Signed Version to Current Version** from the context menu.
3. A PDF document with the comparison result will be automatically created and opened in Foxit PDF Editor Cloud, and the **Compare Results** tab appears on the ribbon. The results document arranges pages side by side showing the two versions with the changes marked by different icons and colors. The first page and the second page show a summary and details of the comparison results respectively. See also [Compare PDF Files](#).

## Certify a PDF (*Pro Only*)

Only the author can certify his/her own PDF documents. The author can specify what changes can be made to the file after certifying. Whenever approved changes are made, the certificate remains valid. If a reader tries to make changes you haven't allowed, the certificate is invalidated and any subsequent users will be notified that the document was tampered with.

To certify your PDF, please do the following:

1. Open your PDF document you want to certify.
2. Select **Protect > Sign & Certify > Certify with visible signature/Certify without visible signature**.
3. Press and hold mouse button down, drag to select an area on the document where you want the signature to appear.
4. In the pop-up Certify Document dialog box, choose a digital ID. If you don't find the specified digital ID, you need to get a digital ID from a third-party provider or create a self-signed digital ID.
5. Set authorized actions for your document from the drop-down menu in **Permitted Actions After Certifying** item.
6. Set the signing reason and choose an appearance type from the menu.
7. Click **Sign**.
8. To set the properties of the signature, please refer to [Signature Field Properties](#).
9. To sign the document, please see [Sign a PDF](#).
10. To validate the signature, please refer to [Validate Signatures](#).

## Trusted Certificates

When you validate or view properties of a digital signature or an embedded timestamp, the validity status may display "unknown" or "could not be verified". You need to add the certificate that issued your digital IDs to the **Trusted Certificates** list.

To add a trusted digital certificate to the Trust Certificates list, please do the following:

- Right-click the digital signature, and choose **Show Signature Properties**.
- In the **Signature Properties** dialog box, click **Show Certificate**.
- In the **Certificate Viewer** dialog box, specify the trust level for the certificate in the **Trust** tab:
  - ✧ Use this certificate as a trusted root: Use the certificate as a trusted root, and trust all certificates issued by that certificate authority. Once you make a certificate a trust anchor, revocation checking will not be performed on it.

## **Chapter 11: Signature**

- ✧ Validating Signatures or Validating Certified Documents: Trust the certificate when validating signatures or certified documents.
- Click **Add to Trusted Certificates**, and confirm your operation.

To check all the trusted certificates, choose **Protect > Sign & Certify > Trusted Certificates**. In the **Trust Certificates** window, you can manage all the trusted certificates, including adding & exporting a certificate, viewing certificate details, deleting a certificate, and specifying the trust level for a certificate.

### **The Signature panel**

The Signature panel shows information about each signature and time stamp in the document as well as the change history of the document since the first signature.

#### **Open the Signature panel**

Click the Signature button  on the left of Navigation Pane.

### **View Signature Properties**

Signature Properties dialog box provides basic information about the signature, including the signer, reason, date, location validity summary and details of certificate, etc.

1. Select the Hand command.
2. Right-click the signature field, or right-click the signature in the **Digital Signatures** panel and choose **Show Signature Properties** from context menu.
3. In Signature Properties dialog box, you can get the information as follows:
  - **Signed by** – shows the signers that sign the document.
  - **Reason** – displays the reason that you create the signature.
  - **Date** – shows the date time when you signed the document.
  - **Location** - shows which page the signature is located on.
  - **Validity Summary** - checks whether the document was modified after it was signed, and other information.
  - **Show Certificate** – Click it to open the **Certificate Viewer** dialog box. Click **Show Certificate** in the **Certificate Viewer** dialog box to view the details of the signature certificate (such as the validity of certificate and certificate path) and add the certificate to the **Trusted Certificates** list. See also [Add a trusted](#)

[digital certificate to the Trust Certificates list.](#)

- **Advanced Properties** – Click it to open the **Advanced Signature Properties** dialog box where you can view the details about the signature and the embedded time stamp (if any). For the time stamp, you can click **Show Certificate...** in the **Advanced Signature Properties** dialog box to add the time stamp server to the **Trusted Certificates** list. See also [Add a trusted digital certificate to the Trust Certificates list.](#)

**Note:** If the status is unknown, click **Show Certificate...** in the **Signature Properties** dialog box > **Show Certificate** in the **Certificate Viewer** dialog box to view the details of the certificate. Check whether the certificate has been included in your list of trusted identities. If your certificate is not trusted, click **Install Certificate** to install it to the trusted Windows Certificate Store. If you use a self-signed digital ID, confirm that the certificate details are valid. If the certificate isn't valid, a valid certificate from signer is requested.

## Chapter 12 – Foxit Admin Console

Foxit Admin Console is a Cloud-based portal that serves as a central location for administrators to manage Foxit products/services and entitled users across their entire organizations. After setting up and activating Admin Console based on the organization environment, the administrator can open the URL of Foxit Admin Console to get started. The Admin Console allows administrators to do the following:

- View the summary of the licenses and products
- Configure the license keys
- Assign license keys to users
- Manage Foxit products
- Configure the internal update of packages (on-premise environments only)
- Configure mail server
- View the detailed reports on the uses and statistics of Foxit products
- Customize enterprise brand information
- View the administrator's action logs


For more information about Foxit Admin Console, please refer to Foxit Admin Console User Manual [here](#).

## Chapter 13 – Integration with ChatGPT

Foxit PDF Editor Cloud's integration with ChatGPT takes advantage of AI-Generated Content (AIGC) to make end users more productive. It provides the following capabilities:

- Chat with AI Assistant – Use natural language processing (NLP) to provide users with detailed responses to their questions in real-time.
- Chat about Document – Analyze the document and answer user questions based on PDF content. Advanced options are available for documents with attachments and image-based documents, allowing for attachment analysis and OCR processing prior to analysis.
- Summarize Text/Document – Generate a concise and accurate summary of a given text input or a document. It analyzes the content of the text and identifies the most important information to include in the summary, using natural language processing and machine learning algorithms.
- Enhance writing of the text – Use machine learning to automatically paraphrase or rewrite text while maintaining its original meaning. This service is designed to help users generate new content from existing text, such as for content marketing, SEO, or simply to improve the clarity and readability of writing.
- Content Translation – Translate selected text into corresponding languages.
- Spelling and Grammar Correction – Automatically detect and correct spelling and grammar errors in your content.
- Content Explanation – Provide concise explanations and definitions for selected text.
- Smart PDF Commands – Automatically execute the associated commands in Editor Cloud based on users' inputs that indicate what tasks they want to perform.



The AI services are enabled by default. If you want to disable the feature, choose **File > Preferences > AI Assistant**, and uncheck **Enable AI Assistant**. When the AI services are enabled, you can do any of the following to access the AI services:






- Click **Home > AI Assistant**.
- Click the  icon in the lower right corner of the application window.
- Select any text content in your document and choose a tool from the floating toolbar to perform tasks.



Once you have started the AI services, the AI Assistant tab will appear in the right panel of the Foxit PDF Editor Cloud window. In the AI Assistant tab, you can click the **Chat** sub-tab to enter text messages and chat with AI Assistant (or click the **Chat about document** button in the sub-tab to have a conversation specifically about the current

## **Chapter 13: Integration with ChatGPT**





document), choose the **Translate** sub-tab to translate selected text or document into corresponding languages, or click **More tools** to access additional tools as needed.

To help you familiarize yourself with using AI Assistant, you can click the icons located at the top right corner of the AI Assistant tab. (If the AI Assistant tab is narrowed, some icons are hidden, and the vertical three-dot icon  will appear. And you can find the hidden icons in the menu that appears when moving your cursor over the vertical three-dot icon .) The icons provide the following functions:

- **Quota** : By hovering your cursor over this icon, you can view your usage statistics for the AI services. This includes the total number of prompts and pages you are allowed to use per day/month as well as the number you have already used. Foxit PDF Editor Cloud currently offers a free quota, which consists of 50 prompts/questions per user per day (with a maximum of 2000 characters per prompt) and 100 pages per user per month for document analysis and summarization.
- **Instruction** : Hover your cursor over this icon and select **Tutorial** and **Privacy Policy** to access a brief guide on how to use the AI services and view the AI Assistant's privacy policy.
- **Feedback** : Click this icon to send us any comments/questions/bug reports/suggestions about our product.
- **Full screen** : Click this icon to maximize the AI Assistant tab. In full screen mode, the AI Assistant tab fill will fill the entire workspace of Foxit PDF Editor Cloud, hiding the toolbar, status bar, and navigation pane. To exit full screen mode, click the  icon at the top right corner of the AI Assistant tab.

Depending on the specific AI service you are using, you may have additional options available. For example, you can click the Output Language  button to set the desired output language, and the Clear History  button to delete all the message records you previously interacted with AI Assistant. Additionally, you can specify tones (Formal, Professional, Funny, etc.) and the desired length for the output text when enhancing text writing. When performing document analysis, you can also find the following options to control over how AI Assistant analyzes the document:



- **Chat about document** : It works in the same way as the “Chat about document” button in the **Chat** sub-tab, which enables the AI Assistant to analyze the document and lets you start a conversation with AI Assistant about the document. If the document contains attachments, this icon will dynamically change to  after the document analysis completes. You can click  to select the file attachments within the document and continue to perform document analysis specifically on the selected attachments.
- **Re-analyze** : Re-analyze the document to get the updated information. This is useful when changes and modifications have been made to the document.

Foxit PDF Editor Cloud’s AI Assistant, powered by ChatGPT, may produce inaccurate information about people, places, or facts. The AI Assistant’s privacy policy aligns with [Data, privacy, and security for Azure OpenAI Service](#). For more information on the AI Assistant’s security, please refer to [Foxit AI Assistant Security Overview White Paper](#) on the Foxit website.

# Chapter 14 – Appendices

This section is a collection of supplementary materials for this user manual such as Keyboard Shortcuts.

## Browser extensions

Foxit PDF Editor Cloud enables you to effortlessly experience in-browser PDF reader and editor capabilities on browsers, including Google Chrome and Microsoft Edge, through native browser extensions. This enhances productivity and simplifies online PDF processing. To install the Foxit PDF Editor Cloud extension on browsers, please follow these steps (Here take Foxit PDF Editor Cloud Chrome Extension as an example):

1. Open the Chrome Web Store.
2. In the app store search bar, search for "Foxit PDF Editor Cloud".
3. Click the **Add to Chrome** button and follow the onscreen instructions to install the extension on your browser. Once installed, you can pin the extension for quick access.

## Keyboard Shortcuts

There are number of keyboard shortcuts that you can use to speed up your navigation within the Foxit PDF Editor Cloud.

Some particularly important ones are listed here.

## File Keys

Result	Shortcut
Open File	Ctrl + O
Save As	Ctrl + Shift + S
Print a Document	Ctrl + P
Save	Ctrl + S
Document Properties	Ctrl + D

## View Keys

Result	Shortcut
Full Screen	F11
Exit Full Screen Mode	ESC, or F11
Zoom In	Ctrl + +
Zoom Out	Ctrl + -
Zoom To	Ctrl + M
Actual Size	Ctrl + 1
Fit to Page	Ctrl + 0
Fit Width	Ctrl + 2
Fit Visible	Ctrl + 3
Rotate Clockwise	Ctrl + Shift + Plus
Rotate Counterclockwise	Ctrl + Shift + Minus
AutoScroll	Ctrl + Shift + H
Stop AutoScroll	ESC
View file in read mode	Ctrl + H
Preview page by page in Print Preview	Page Up/Down
Go to Page	Ctrl + G
First Page	Ctrl + Home
Last Page	Ctrl + End
Previous View	Alt + Left
Next View	Alt + Right
Marquee Zoom	Alt + 5
Rulers	Ctrl + R
Show or hide Navigation pane	F4

## Edit Keys

Result	Shortcut
Copy	Ctrl + C, or Ctrl + Insert
Cut	Ctrl + X

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Paste	Ctrl + V
Undo (Undo an action)	Ctrl + Z
Redo (Redo or repeat an action)	Ctrl + Shift + Z
Select All (Select all items in a document or window)	Ctrl + A
Add Bookmark	Ctrl + B
Preferences	Ctrl + K
Go to fillable field by tab order	Tab
Go to fillable field by tab in reversed order	Shift + Tab
Duplicate pages	Ctrl + Alt + D

**Tool Keys**

Tool	Shortcut
Hand Tool	Alt + 3
Select Text and Image	Alt + 6
Snapshot	Alt + 7
Find Text (Go to the Find box in the top right corner of the application window to search document.)	Ctrl + F
Find Next	F3
Find Previous	Shift + F3
Open the <b>Search</b> panel	Ctrl + Shift + F

**Single-key Accelerators**

You can select some commands and perform some actions with single-key accelerators. To enable single-key accelerators, please go to **File > Preferences > General**, and check **Use single-key accelerators to access tools** option in the **Basic Tools** group.

**Keys for Selecting Commands**

Command	Single-key Accelerator
Hand	H

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Select Text and Image	V
Marquee	Z
Select Annotation	R
Edit Object	O
Crop Pages	C
Insert Blank Page	Shift + Ctrl + T
Insert From File	Ctrl + Shift + I
Delete pages	Ctrl + Shift + Delete

**Keys for Navigating a PDF Document**

Action	Single-key Accelerator
First page	Home
Last page	End
Previous page	Left Arrow or Ctrl + Page Up
Next page	Right Arrow or Ctrl + Page Down
Scroll up	Up Arrow
Scroll down	Down Arrow
Zoom in	Ctrl+ Equal Sign
Zoom out	Ctrl + Hyphen

# 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)
- *E-mail:*  
Marketing - [marketing@foxit.com](mailto:marketing@foxit.com)