User Manual

Foxit PDF Creator

For Windows

Foxit

Microsoft Partner

Gold Independent Software Vendor (ISV)

Contents

FOXIT CORPORATION LICENSE AGREEMENT FOR

DESKTOP AND SERVER SOFTWARE APPLICATIONS

IMPORTANT - READ CAREFULLY: This Foxit Corporation ("Foxit") License Agreement ("License" or "Agreement") is a legal agreement between you (either an individual or an entity, who will be referred to in this License as "you" or "your") and Foxit for the use of desktop and server software applications, and which may include associated media, printed materials, and other components and software modules including but not limited to drivers ("Product"). The Product also includes any software updates and upgrades that Foxit may provide to you or make available to you, or that you obtain after the date you obtain your initial copy of the Product, to the extent that such items are not accompanied by a separate license agreement or terms of use. BY INSTALLING, COPYING, DOWNLOADING, ACCESSING OR OTHERWISE USING THE PRODUCT, YOU AGREE TO BE BOUND BY THE TERMS OF THIS FOXIT LICENSE AGREEMENT. IF YOU DO NOT AGREE TO THE TERMS OF THIS AGREEMENT YOU HAVE NO RIGHTS TO THE PRODUCT AND SHOULD NOT INSTALL, COPY, DOWNLOAD, AND ACCESS OR USE THE PRODUCT.

The Product is protected by copyright laws as well as other intellectual property laws.   The Product is licensed and not sold.

1. GRANT OF LICENSE. Foxit grants you a non-exclusive, nontransferable license to install and use the Product subject to all the terms and conditions set forth here within.

> 1.1. Single-Use Perpetual License. You may permit a single authorized end user to install the Product on a single computer for use by that end user only.   Remote access is not permitted without the express written consent of Foxit.
>
> 1.2. Single-Use Term License. Same usage terms as the Single-Use Perpetual License. The period of use is limited to a fixed duration at which the time the Product must be uninstalled from the computer unless the license is renewed for an additional period of time.

2. ADDITIONAL LIMITATIONS. You may not reverse engineer, decompile, or disassemble the Product, except and only to the extent that it is expressly permitted by applicable law notwithstanding this limitation.   You may not rent, lease, lend or transfer the Product, or host the Product for third parties.   The Product is licensed as a single integral product; its component parts may not be separated for use on more than one computer.   The Product may include copy protection technology to prevent the unauthorized copying of the Product or may require original media for use of the Product on the computer.   It is illegal

to make unauthorized copies of the Product or to circumvent any copy protection technology included in the Product. The software may not be resold either by you or a third party customer without the prior written permission of Foxit. All rights not expressly granted to you are retained by Foxit.

2.1. Third Party Software. The Product may contain third party software that Foxit can grant sublicenses to use and which is also protected by copyright law and other applicable laws.

3. EDUCATIONAL USE. If the Product you have received with this Agreement is an Educational Software Bundle (where the Product is received by virtue of your participation in a Foxit program designed for educational or research institutions, or is provided by Foxit to you under some other arrangement), you are not entitled to use the Product unless you are an employee or student of such educational institution. Educational Software Products may be used for educational and research purposes only. Commercial and general production use of Educational Software Products is specifically prohibited. The Product is provided under a Single-Use Term License as described above. You may install one copy of the Product on one desktop computer in a designated computer used for educational purposes under your license agreement. Your Educational license is granted for a period of one year, unless stated otherwise, from when the Product license keys are made available to you. Your Educational license entitles you to email and telephone support for up to two designated employees and product upgrades during the term of your license. You grant Foxit the right to use material created under such license for marketing and advertising purposes.

4. SUPPORT AND MAINTENANCE TERMS AND CONDITIONS.

4.1. Term of Maintenance. Foxit agrees to provide Maintenance (as defined herein) to you, pursuant to the terms and conditions set forth herein provided that you pay the Maintenance Fee for each Product for which Maintenance is desired and as further described in Section 4.4 below. Maintenance will be provided for a period of one year, unless otherwise agreed to by the parties in writing, from the date of purchase of the Product (the "Initial Support and Maintenance Term"), and with renewals, annually from the expiration date of the prior Support and Maintenance Term. Failure to renew annual maintenance may result in you having to purchase a new license in order to receive future versions of software and associated ongoing support and maintenance.

4.2. Maintenance Services. In exchange for the Maintenance Fee, Foxit agrees to provide to you during the term of this Agreement support and maintenance (collectively "Maintenance") as follows:

4.2.1. Support: Foxit will provide email and telephone support to you for current versions of the Product. Foxit will investigate all of your questions and problems promptly. You agree to provide adequate information to Foxit to assist in the investigation and to confirm that any problems have been resolved. Foxit does not

provide guaranteed response time but will make good faith effort to answer emails and voice mails within twenty-four (24) hours or less during weekdays, excluding holidays.

4.2.2. Maintenance: Foxit will supply to you, at no additional charge, any improvements, upgrades, or modifications to the Product that Foxit makes generally available. Any such improvements, upgrades, or modifications shall become part of the Product for all purposes of this Agreement.

4.2.3. You acknowledge and agree that the Maintenance to be provided by Foxit hereunder is limited to the most current version of the Product and the immediately preceding version.

4.3. Exclusions. Foxit's obligation to provide Support is contingent upon proper use of the Product and full compliance with this Agreement. Moreover, Foxit shall be under no obligation to provide Support should such services be required due to (a) failure to operate the Product within the systems requirements provided for the Product (b) any modification or attempted modification of the Product by you or any third party or (C) your failure or refusal to implement Product changes recommended by.

4.4. Consideration. In payment of the Maintenance services to be provided by Foxit hereunder, you shall pay Foxit, or its authorized agent, the applicable fee for the Initial Support and Maintenance Term as indicated on the related invoice, receipt, purchase order, or other ordering document ("Maintenance Fee"). At the end of the Initial Support and Maintenance Term, or any subsequent Support and Maintenance Term, you may renew participation in Maintenance services for additional annual term(s) provided you (a) are current on all payments due to Foxit and (b) pay Foxit, or its authorized agent, the applicable renewal fee, which Foxit, or its authorized agent, shall invoice prior to the end of the preceding term, unless terminated by you at least 30 days prior to the expiration of the then current Support and Maintenance Term. The Maintenance Fee for renewal shall be equal to the Maintenance Fee for the immediate preceding annual term plus an increase by a percentage not to exceed the Consumer Price Index (CPI), as published by the U.S. Department of Labor. In addition, Maintenance shall be discontinued for any and all subsequent Support and Maintenance Terms for which you fail to pay Foxit the invoice within ten (10) days after the prior Maintenance expiration date.

4.5. Exceptions. For use of the Product or a Beta Software Product, only the Maintenance Services and Exclusions paragraphs of this section apply. For use of the Product under Educational Use terms, the Maintenance Services and Exclusion paragraphs apply as long as you pay for the maintenance period defined under your Single-Use Term License.

5. PAYMENT TERMS. Unless explicitly set forth in this Agreement, all fees and other amounts due under this Agreement are non-cancelable and

non-refundable. Unless otherwise agreed to by the parties, you shall pay all fees or amounts within 30 days of the date of the invoice. A late fee shall be charged on any overdue amounts and any other fees and expenses not paid as provided under this Agreement at the rate of one and one-half percent (1½%) per month, or the highest rate allowable under applicable law, whichever is less, commencing with the date payment was due.

6. TAXES. The fees and all other amounts due as set forth in this Agreement are net amounts to be received by Foxit, exclusive of all taxes, duties, and assessments, including without limitation all sales, withholding, VAT, excise, ad valorem, and use taxes (collectively, the "Taxes"), and are not subject to offset or reduction because of any Taxes incurred by you or otherwise due as a result of this Agreement. You shall be responsible for and shall pay directly, any and all Taxes relating to the performance of this Agreement, provided that this paragraph shall not apply to taxes based solely on Foxit's income.

7. CONSENT TO USE OF DATA. If Foxit provides any support services to you, you agree that Foxit and its affiliates may collect and use all information you provide as a part of any such support services related to the Product. Foxit agrees not to use this information in a form that personally identifies you.

8. INTELLECTUAL PROPERTY RIGHTS. Subject to the license grant hereunder, all right, title and interest in and to the Product, the accompanying printed materials, and any copies of the Product are owned by Foxit and its licensors.

9. EXPORT RESTRICTIONS. You acknowledge that Product is of U.S. origin. You agree to comply with all applicable foreign, federal, state and local laws and regulations governing your use of the Product. Without limiting the foregoing, in the event that this Agreement permits export of the Product outside the U.S., you shall be solely responsible for compliance with all applicable U.S. export laws, rules, and regulations. The Product is subject to the U.S. Export Administration Regulations and other U.S. law, and may not be exported or re-exported to certain countries (currently Cuba, Iran, Libya, North Korea, Sudan and Syria) or to persons or entities prohibited from receiving U.S. exports (including those (a) on the Bureau of Industry and Security Denied Parties List or Entity List, (b) on the Office of Foreign Assets Control list of Specially Designated Nationals and Blocked Persons, and (c) involved with missile technology or nuclear, chemical or biological weapons).

10. WARRANTY

10.1.   Warranty. Foxit warrants that for a period of 90 days from the date of delivery ("Warranty Period"), under normal use, the Product will perform substantially in conformance with the specifications published in the Documentation. During such period, and as the sole obligation of Foxit and your sole remedy under the warranty in this Section, if you provide written notice of Foxit's failure to comply with the above warranty, Foxit will use reasonable commercial efforts to correct such nonconformity in the Product as in accordance with the terms of the Maintenance and Support Policy. In addition, if Foxit determines it is not

commercially reasonable to correct the nonconformity, Foxit may elect to terminate the license to such Product, upon which termination Licensee will promptly return to Foxit all such copies of such Product. Upon receipt of the Product from Licensee, Foxit will return to Licensee all license fees (and any unused support fees) paid to Foxit by you for such Product. This warranty set forth above does not apply to, and Foxit shall have no obligation with respect to, any non-conformity arising as a result of (i) use of the Product other than as specified under this Agreement and the related Documentation; (ii) any modification or alteration of the Product performed other than by Foxit or its agents, or (iii) transfer of the Product to any computer system other than the ones on which Product is authorized to be stalled, except as permitted in this Agreement.

10.2. Disclaimer. Other than the warranty set forth in Section 10.1 above, and to the maximum extent permitted by applicable law, Foxit, its authorized resellers and their subsidiaries provides the Product and any support services related to the Product ("Support Services") AS IS AND WITH ALL FAULTS, and hereby disclaim all other warranties and conditions, either express, implied or statutory, including, but not limited to, any implied warranties, duties or conditions of merchantability, of fitness for a particular purpose, of accuracy or completeness of responses, of results, of workmanlike effort, of lack of viruses, and of lack of negligence, all with regard to the Product, and the provision of or failure to provide support services.

11. LIMIT OF LIABILITY AND EXCLUSION OF INCIDENTAL, CONSEQUENTIAL AND CERTAIN OTHER DAMAGES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL FOXIT, ITS AUTHORIZED RESELLERS OR THEIR SUBSIDIARIES BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT, PUNITIVE OR CONSEQUENTIAL DAMAGES WHATSOEVER (INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS OR CONFIDENTIAL OR OTHER INFORMATION, FOR BUSINESS INTERRUPTION, FOR PERSONAL INJURY, FOR LOSS OF PRIVACY, FOR FAILURE TO MEET ANY DUTY INCLUDING OF GOOD FAITH OR OF REASONABLE CARE, FOR NEGLIGENCE, AND FOR ANY OTHER PECUNIARY OR OTHER LOSS WHATSOEVER) ARISING OUT OF OR IN ANY WAY RELATED TO THE USE OF OR INABILITY TO USE THE PRODUCT, THE PROVISION OF OR FAILURE TO PROVIDE SUPPORT SERVICES, OR OTHERWISE UNDER OR IN CONNECTION WITH ANY PROVISION OF THIS LICENSE, EVEN IN THE EVENT OF THE FAULT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, BREACH OF CONTRACT OR BREACH OF WARRANTY OF FOXIT, EVEN IF FOXIT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

11.1. LIMITATION OF LIABILITY AND REMEDIES. Notwithstanding any damages that you might incur for any reason whatsoever (including, without limitation, all damages referenced above and all direct or general damages), the entire liability of Foxit, its resellers and their subsidiaries under any provision of this License and your exclusive remedy for all of

the foregoing shall be limited to the amount actually paid by you for the Product. The foregoing limitations, exclusions and disclaimers shall apply to the maximum extent permitted by applicable law, even if any remedy fails its essential purpose.

11.2.   NOTICE TO U.S. GOVERNMENT END USERS

11.3.   For contracts with agencies of the Department of Defense, the Government's rights in: (1) commercial computer software and commercial computer software documentation shall be governed, pursuant to 48 C.F.R. 227.7201 through 227.7202-4, by Foxit's standard commercial license(s) for the respective product(s); (2) software and software documentation other than commercial computer software and commercial computer software documentation shall be governed by 48 C.F.R. 252.227-7014; (3) technical data for commercial items other than software or software documentation shall be governed by 48 C.F.R. 252.227-7015(b); and (4) technical data for non-commercial items other than software or software documentation shall be governed by 48 C.F.R. 252.227-7013.

11.4.   For contracts with U.S. Government agencies other than the Department of Defense agencies, the Government's rights in: (1) commercial computer software and commercial computer software documentation shall be governed, pursuant to 48 C.F.R. 2.101 and 12.212, by Foxit's standard commercial license(s) for the respective product(s); (2) software and software documentation other than commercial computer software and commercial computer software documentation shall be governed by 48 C.F.R. 52.227-14, Alternative III; and (3) technical data other than software and software documentation shall be governed by 48 C.F.R. 52.227-14 including, where applicable Alternatives I or II.

12. GENERAL.   This Agreement will be governed by and construed in accordance with the laws of the State of California excluding that body of laws known as conflicts of law.   The United Nations Convention on Contracts for the International Sale of Goods will not apply.   Any legal action or proceeding arising under this Agreement will be brought exclusively in the federal or state courts located in San Jose, California and the parties hereby irrevocably consent to the personal jurisdiction and venue therein.   You may not assign this Agreement or any right or interest hereunder, by operation of law or otherwise, without Foxit's express prior written consent.   Any attempt to assign this Agreement, without such consent, will be null and of no effect.   Subject to the foregoing, this Agreement will bind and inure to the benefit of each party's successors and permitted assigns.   Except as expressly set forth in this Agreement, the exercise by either party of any of its remedies under this Agreement will be without prejudice to its other remedies under this Agreement or otherwise.   If for any reason a court of competent jurisdiction finds any provision of this Agreement invalid or unenforceable, that provision of the

Agreement will be enforced to the maximum extent permissible and the other provisions of this Agreement will remain in full force and effect. All notices or approvals required or permitted under this Agreement will be in writing and delivered by confirmed facsimile transmission, by overnight delivery services, or by certified mail, and in each instance will be deemed given upon receipt. All notices or approvals will be sent to the addresses set forth in the applicable ordering document or invoice or to such other address as may be specified by either party to the other in accordance with this section. Neither party will be responsible for any failure or delay in its performance under this Agreement (except for any payment obligations) due to causes beyond its reasonable control, including, but not limited to, labor disputes, strikes, lockouts, shortages of or inability to obtain labor, energy or supplies, war, terrorism, riot, or acts of God. The failure by either party to enforce any provision of this Agreement will not constitute a waiver of future enforcement of that or any other provision. This Agreement, including Foxit's support and maintenance services terms constitutes the entire and exclusive agreement between the parties concerning its subject matter and supersedes all prior written and oral understandings and agreements between the parties regarding its subject matter. The terms and conditions contained in any customer purchase order or other ordering document that are inconsistent with or in addition to the terms and conditions of this Agreement are hereby rejected by Foxit and will be deemed null and of no effect.

13. COMPLIANCE WITH LICENSES. If you are a business, company or organization, you agree that upon request from Foxit or its authorized representative you will within thirty (30) days fully document and certify that use of any and all Foxit Products at the time of the request is in conformity with your valid licenses from Foxit.

14. DISCONTINUING OR MODIFYING SERVICES. you acknowledge that Foxit has the right to discontinue the manufacture and development of any of the Product and the support for that Product, in its sole discretion at any time, including the distribution of older Product versions, provided that Foxit agrees not to discontinue the support for that Product during the current annual term of this Agreement, subject to the termination provisions herein. Notwithstanding the foregoing, if Foxit discontinues the manufacture and support for a particular Product, Support for any remaining Products covered by this Agreement shall not be adversely affected. Foxit reserves the right to alter the Support, in its sole discretion but in no event shall such alterations result in: (a) diminished support from the level of support set forth herein; (b) materially diminished obligations for Foxit; or (c) your materially diminished rights.

15. Should you have any questions concerning this License, or if you desire to contact Foxit for any reason, please call (510) 438-9090.

Virtual PDF Printer Essentials

Virtual PDF printer serves as a real printer. Once you installed it, you will see a printer special for generating PDF, and the printer is added to your printers' list. With this printer, you can get PDF files. Virtual PDF printer works like a MS Windows® printer, but there is an essential difference between virtual and real printer, it generates a PDF file to be saved into your disk while doing the printout through Virtual PDF printer, instead of having the printout on paper or other material.

At present, there are several ways to create PDF documents:

● Use the specific PDF composer software (like Foxit Editor);
● Convert to PDF file based on the page PostScript file;
● Use the virtual printer to create PDF file from other file formats.

The former two ways might be time-consuming compared with the approach – virtual PDF printer, which directly creates PDFs from any printable document (.doc, .xls, .ppt, images, text, web pages, etc.)

There are many tools available for creating PDFs using a virtual printer at current market, and the created PDFs may look the same, however they are very different under the hood. In our repeated tests and comparing, we believe, Foxit PDF Creator will be the right tool for you to create PDFs, and it will impress you with its unique Benefits and rich Features.

Chapter One – Introduction to Foxit PDF Creator

Foxit PDF Creator is a small, fast and easy PDF creation tool that converts any type of printable Windows document, including DOC, XLS, PPT, TXT, E-MAIL and even HTML, to a universally accepted PDF format with the click of a button. It helps users to generate accurate PDF files in seconds while retaining the original layout of documents. Using Foxit PDF Creator, individuals and corporations are able to easily create electronic documents that can be shared across a wide range of hardware and software.

With powerful search ability and high-performance PDF displaying and processing, Foxit PDF Creator is designed specially based on the same Foxit core PDF technologies. It supports Windows 2000/2003/XP/Vista (32-Bit & 64-Bit) and Windows Server 2000 and is compatible with PDF standard 1.7.

This chapter covers the following sections:

- [Benefits](#)
- [Features](#)

Benefits

Search ability

Many PostScript-driver based PDF creation tools create PDFs without character encoding information. Therefore it's impossible to do a search in the resulted PDFs. Even though you can look at all those characters, you can't search them. Foxit PDF Creator retains all character encoding information, so you can search it, extract it, and convert back to pure text document.

Display and process efficiency

Many PDF creation tools break text contents into individual characters, causing some performance issues for displaying and processing. Foxit PDF Creator groups texts with similar "display attributes" together, which improving performance when the PDF gets displayed or processed.

File size

Many PDF creation tools require all or many fonts to be embedded with the PDF file, resulting in bigger file size for the PDF. Foxit PDF Creator can reduce the file size for many documents.

Speed

Many PDF creation tools adopt a two phase creation procedure: first print to PostScript language, then convert to PDF, not only it will often lose some information during the process, but it also takes more time. Foxit PDF Creator directly creates PDFs from any printable application, fastest among all current PDF creation tools.

Accuracy

Many PDF creation tools can't handle complicated Windows drawing features like transparency, and the generated PDFs are not identical to the original documents. Foxit PDF Creator processes all Windows drawing functions so your PDF is always same as your original document.

Compatibility

As developer of popular Foxit Reader, Foxit Software knows PDF standard very well. This ensures PDFs created by Foxit PDF Creator will have the best result in any standard PDF reader.

Features

Here is a list of key features Foxit PDF Creator offers:

- ➢ Convert any type of printable documents (DOC, XLS, PPT, HTML, EML, TXT, AutoCAD drawings, E-mail etc…) into searchable PDF files just by clicking the button print to "Foxit PDF Printer"；

- ➢ Enable powerful search capability like searching(press "Ctrl+F"), extracting (click "copy" and "paste"), converting back to pure text document(click "text viewer" in Foxit Reader to preview the whole text file converted from a PDF file)；

- ➢ Enable accurate and efficient PDF displaying and processing；

- ➢ Support embedding Windows fonts；

- ➢ Support image resolution up to 2400 DPI；

- ➢ Support transparent imaging module;

- ➢ Reduce file size in the resulted PDFs for many documents；

- ➢ Simplify the PDF creation procedure and save time；

- ➢ Print like a real printer with custom paper size support (like Letter, Legal, A3, A4, A5, A6, …)；

- ➢ Feel free to set page margins and orientation when printing to Foxit PDF Printer；

- ➢ Easily install：everything is installed within minutes；

- ➢ Comply with PDF 1.3 and above specification；

- ➢ Support PDF/A-1b standard;

- ➢ Does not require Ghost Script or other 3rd party software to create PDF files；

- ➢ Automatically output PDF file to a specific path;

- ➢ Secure with Password or Certification.

Chapter Two – Installation and Registration

This chapter describes the system requirements, installation and registration of Foxit PDF Creator.

The following sections are included:

- System Requirements

- Installing Foxit PDF Creator

- What Happens to Your System after Installation

- Registering Foxit PDF Creator

- Uninstalling Foxit PDF Creator

System Requirements

- At least 32MB RAM

- Windows /XP/Vista/Windows 7/Windows Server 2000

- Foxit PDF Reader installed to view generated PDF files

Installing Foxit PDF Creator

Before you install the software, log in Microsoft Windows with an Administrator privilege. Foxit PDF Creator installs just like a regular printer. You just download the setup program file into your own PC named "foxitcreator_setup.exe" from Foxit website, and then do the followings:

1. Double click the "foxitcreator_setup.exe" file, and you will see the Setup Wizard pop-up, click **Next** button to go on.
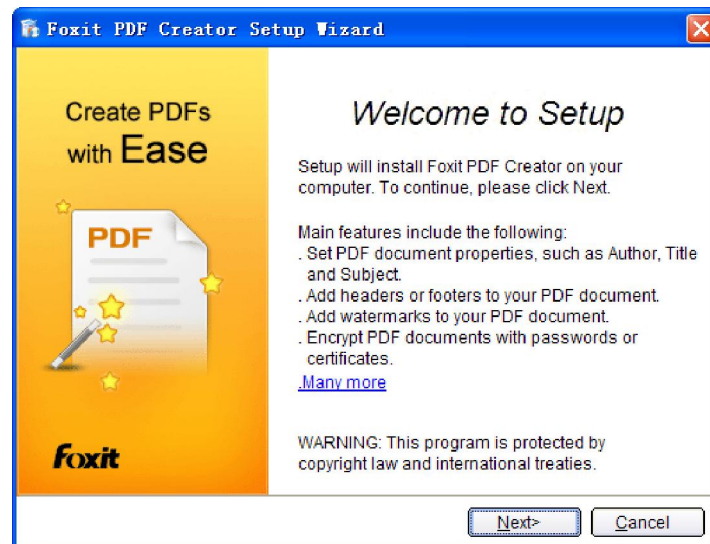
2. Please read the license terms in the table, then click "**I agree**" to continue installing.
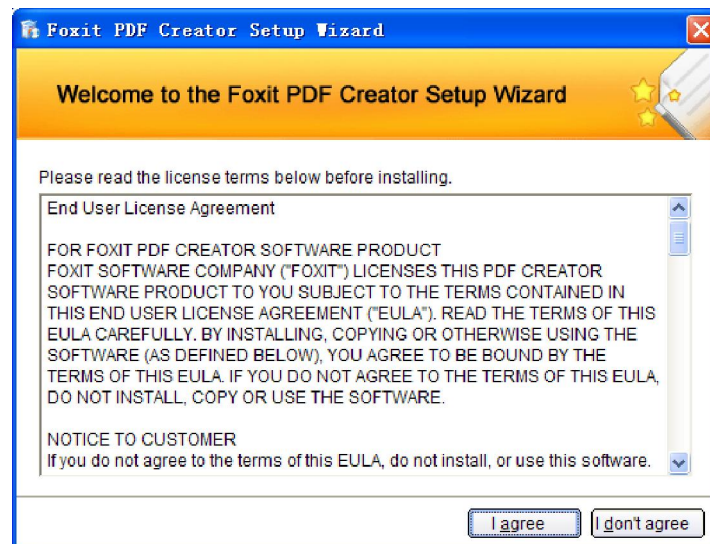
3. In this step, there are two installation types, please select one type and press the button.
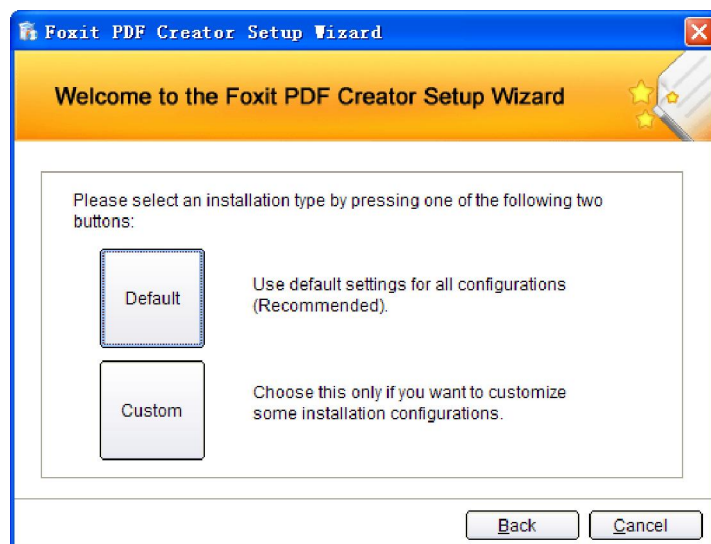
4. If you select "**Default**", it will finish Foxit PDF Creator setup by the default setup configuration that Foxit has preset for the installation.
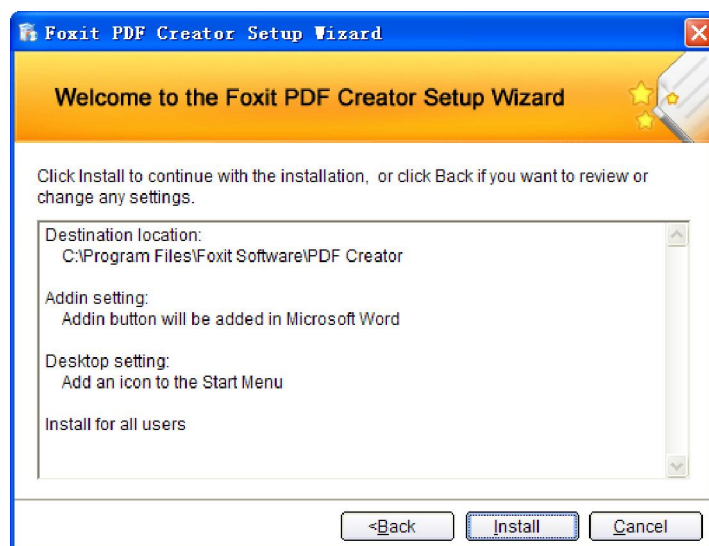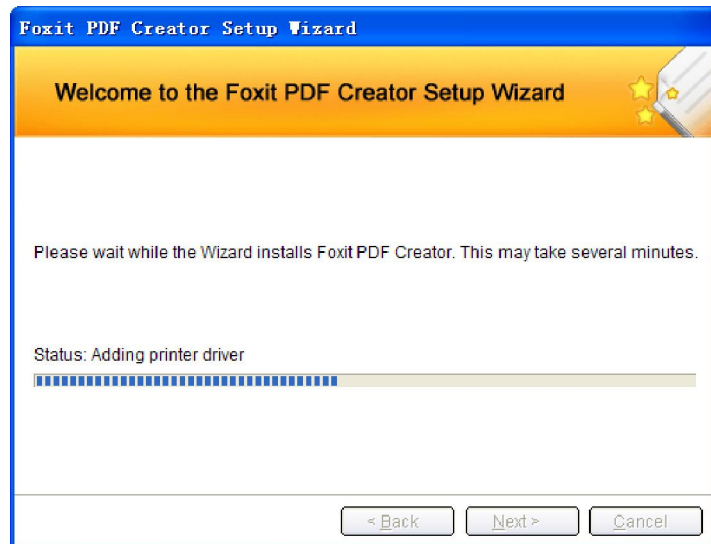

5. If you select "**Custom**", you can **Browse** your PC to change the destination location. After done, click **Next** button.
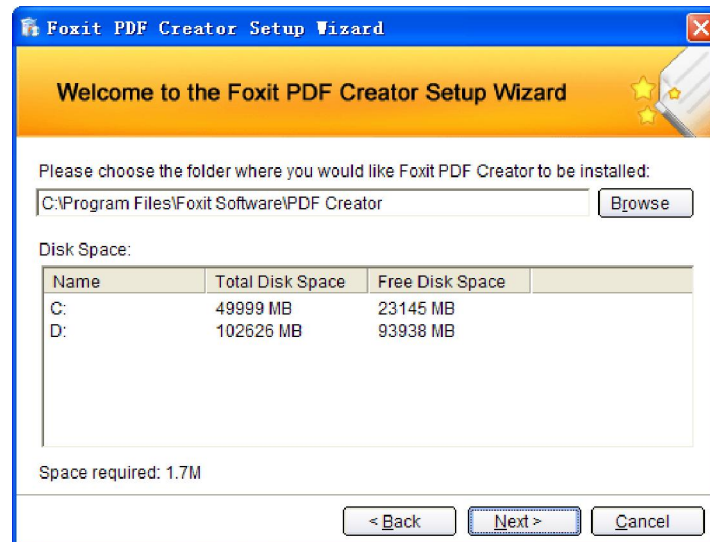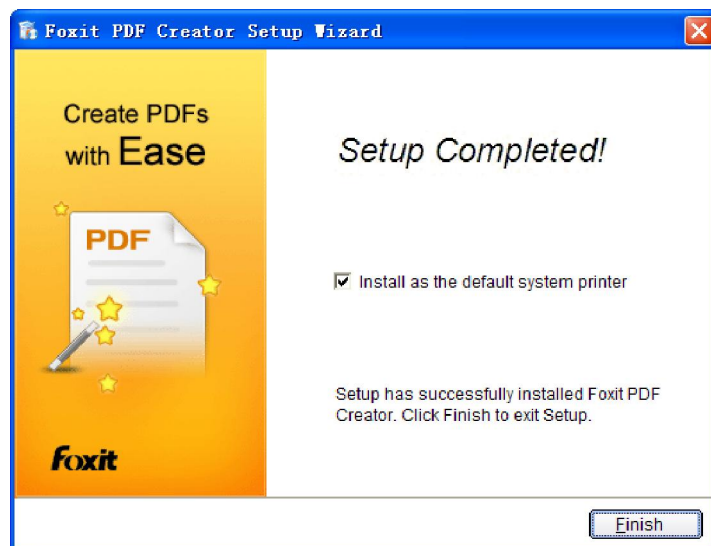
6. Settings: you can decide whether select the settings of "Add addin button to Microsoft word" and "Add an icon to the Start Menu". And then click **Next** to continue.
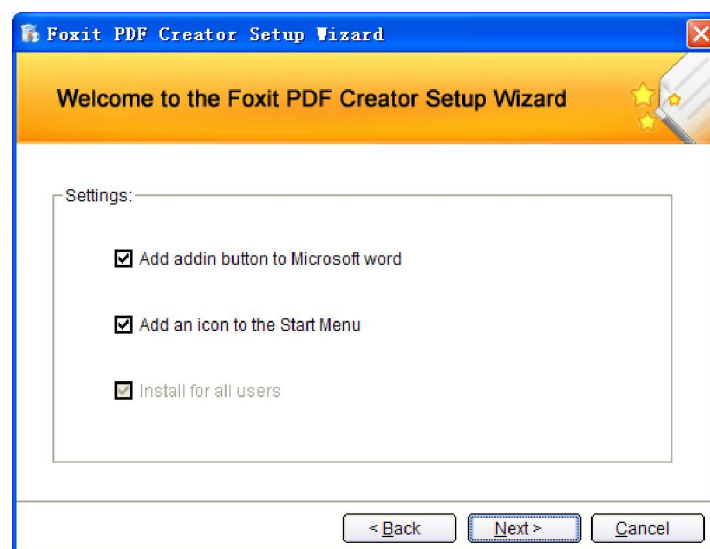
7. In this step, you will see the progress of the installation. It just takes few minutes to finish.

8. Lastly, comes the successful inform screen. Just click **Finish** button to wind up the setup.


9. Now, you see the pop-up screen, is the Registration screen. If you are a trial user, just click **Keep Evaluating** button. If you're a licensed user, please find the right key and click **Register the Key** button. For details, please refer to Registering Foxit PDF Creator.

What Happens to Your System after Installation

Congratulations! You have installed the Foxit PDF Creator successfully. Now let's see what have happened to your system.

● Open "Start Menu->Programs", you can see "Foxit PDF Creator" group with registration and uninstallation program.

● Open "Control Panel"->"Printers and Faxes", you can see Foxit PDF Creator is added with the name "Foxit PDF Printer". See the following figure.
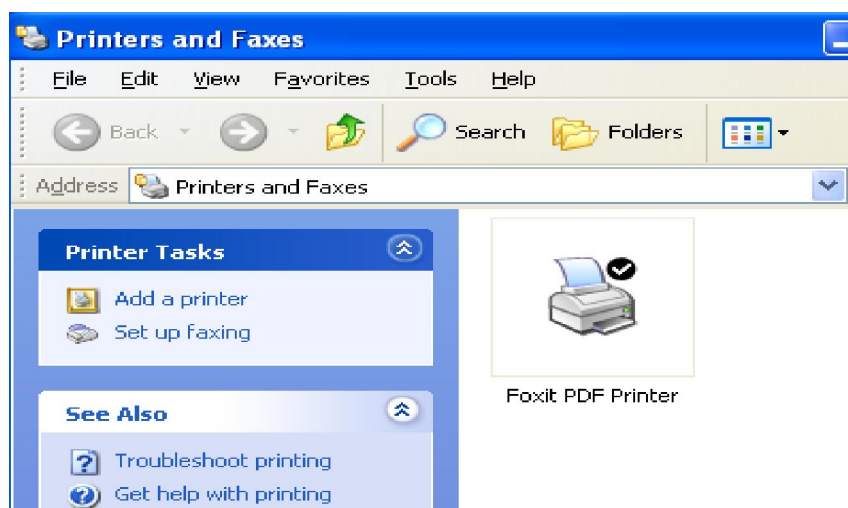
● Open MSWord, you can see a Foxit PDF Creator's icon on the toolbar. It is an add-on in Word for you to convert hyperlink and bookmarks in the document to be clickable in produced PDF files.
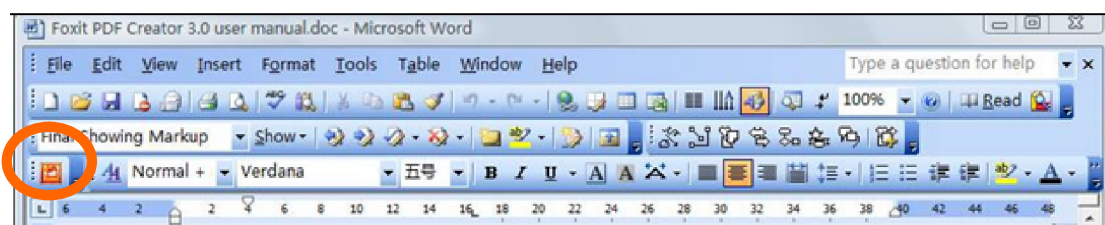
MSWord2003

MSWord 2007

Registering Foxit PDF Creator

The evaluation version for Foxit PDF Creator is a fully functional software and will never expire. Under evaluation mode, you can still use all features provided by Foxit PDF Creator. However, when you create PDF documents, an evaluation mark will be put on every page you created.

If you have installed an unlicensed copy of Foxit PDF Creator, a registration screen will prompt you to register immediately after the installation is finished. If you don't want to register, you just click Keep Evaluating button to continue.

Licenses for Foxit PDF Creator may be purchased from Foxit Software website: https://www.foxitsoftware.com/secure/selectprod.php?prodID=25&action=add&button=Order+Now

If you have purchased Foxit PDF Creator License from Foxit Software via credit card, you will receive a temporary key immediately and a formal key will be e-mailed shortly after. You need to save the key file ("pcrkey.txt") into the following folder:
C:\WINDOWS\System32\spool\DRIVERS\W32X86\3\pcrkey.txt
Also, you can copy and paste all the content from the key file into the box.
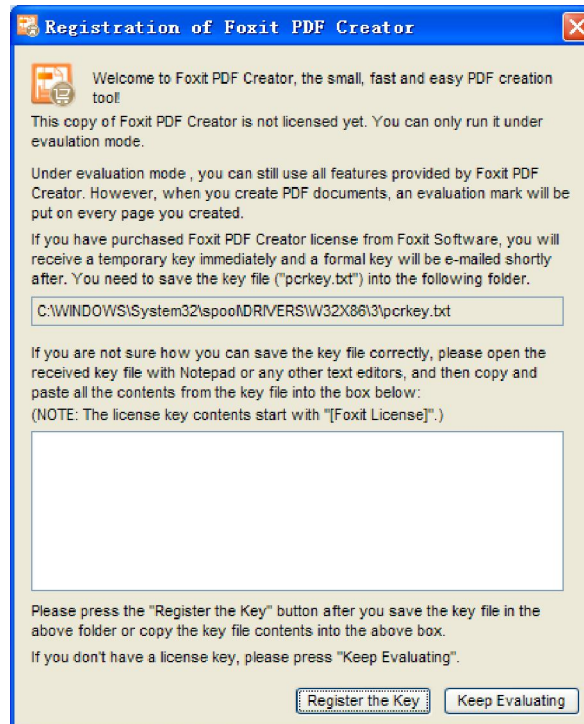
1. Click **Register the Key** button.
2. If you select an incorrect key, the Registration will prompt you with pop-up dialog box as the following:

3. If the key you selected is correct, you will see a Thanks dialogue box as the following, just click **Ok** button to finish.

NOTES:

● You must restart your computer to complete registration.

● If you didn't register immediately after installation, you can open the Registration screen in the following two ways:

✓ Double click the file "regsisteration.exe" under Foxit PDF Creator installation directory.

✓ Go to Start> Programs>Foxit PDF Creator> Registration.

Uninstalling Foxit PDF Creator

To uninstall Foxit PDF Creator, you can do one of the following:

✓ Double click the file "uninstall.exe" under Foxit PDF Creator installation directory.

✓ Go to Start> Programs>Foxit PDF Creator> Uninstall.

NOTE: *During uninstallation, if the MSWord is opened, the "COM Addin" on its toolbar will not be removed.*

Chapter Three - Settings for PDF Creation

This chapter helps you to access PDF Printing Preferences to set up options for your PDF files.

This chapter contains the following sections:

- Overview

- General

- Layout

- Fonts

- Document Information

- Watermarks

- Header and Footer

- Security

Overview

Before you create a PDF file, you may wish to access PDF Printing Preferences to set up options for your PDF files. There are two ways to access PDF Preferences:

Accessing the PDF Printing Preferences from Windows Notepad

When you print a .txt file, select **File > Print > Preference**, you can bring up the PDF Printing Preferences.

Accessing the PDF Printing Preferences from Microsoft Office Documents

● When you print a Microsoft Office document and open the Print dialog box, select **File > Print > Properties**, you can bring up the PDF Printing Preferences.
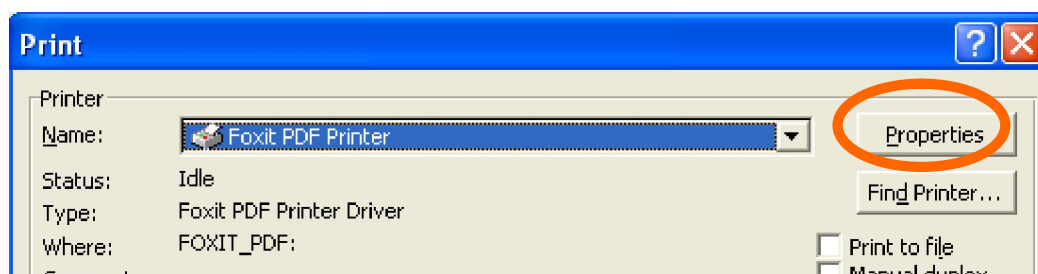
General

● **Default Folder for Generated PDF File**

This option allows you to assign a destination folder to place the PDF files after generations.

● **Overwrite existing PDF file without confirmation**

By default, this option is unchecked. If you wish for your files to be overwritten without any prompt, you can select this option.

● **Use default filename and save to default Folder**

If you don't want to change the original filename，just check this option and the generated PDF file will be automatically saved to the default folder you have assigned.

● **Open the file after converting**

By default, this option is checked. The generated PDF file will automatically open after conversion.

● **Compress images using lossy algorithm**

This option allows you to reduce the image size with lower quality when generating PDF files. It's checked by default.

● **Image Resolution**

This option allows you to input a DPI (dot per inch) level for image resolution. The valid level value is between 72 -300.

● **Support PDF/A -1b Standard**

This option allows you to archive PDF files. Please note that the "DocumentInfo", "Watermark", "Headers/Footers" and "Security" tab will be disabled if this option is checked.

● **Save As Default**

If you hope all your settings can be applied to all documents, you must keep this option checked. If you uncheck it, your settings will be effective for the current document only.
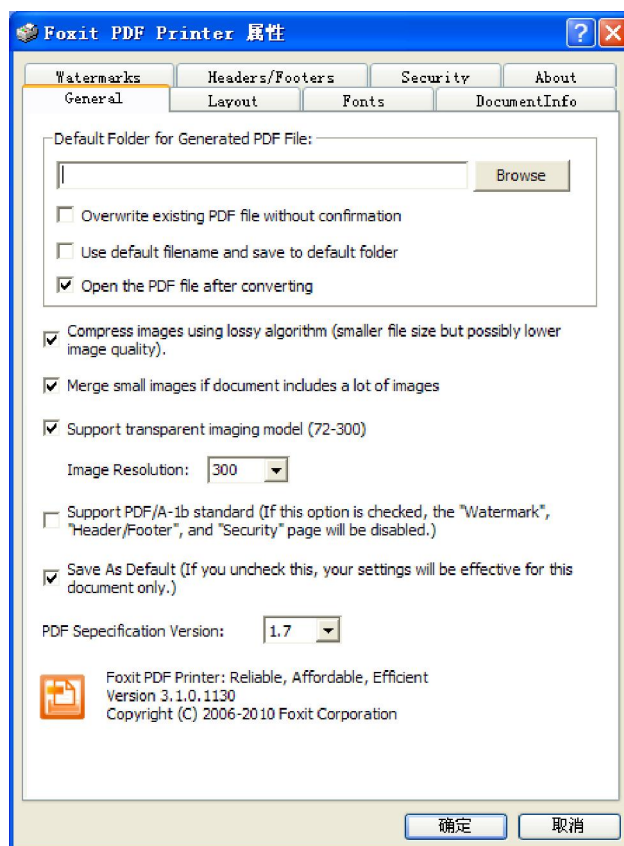
General Page

Layout

- **Page Form**

This option allows you to choose one of paper types, or click **Custom-size form** and then enter the **Paper Size** dimensions in the **Width** and **Height** boxes.

- **Layout Preview**

You can see how your document layout will look with the selected options from **Page Form**.
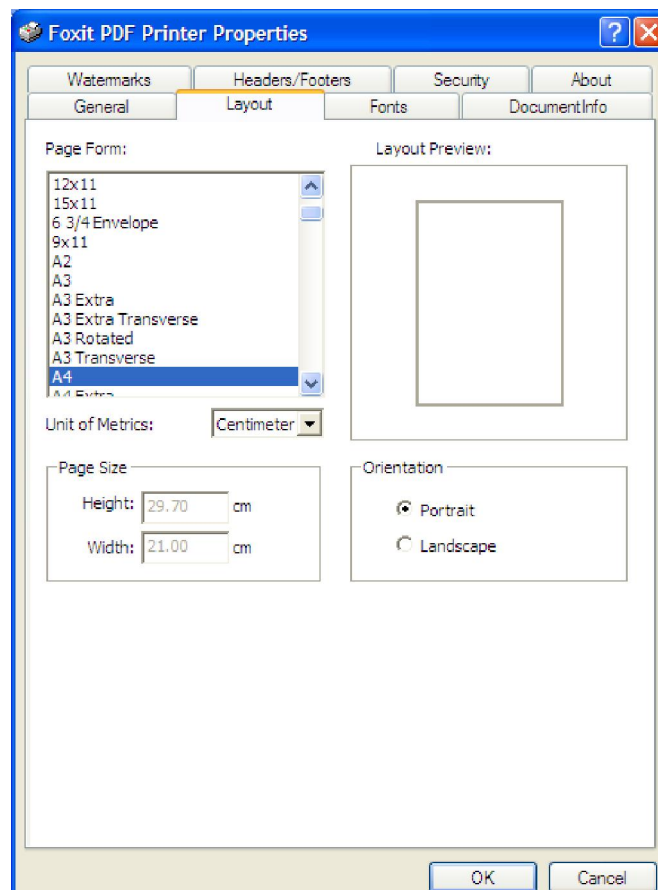
- **Paper Size**

When you click **Custom-size Form** from the **Page Form**, this option is activated, and you can enter dimensions in the **Width** and **Height** boxes.

- **Unit of Metrics**

This option allows you to change the unit of measurement, including inch, centimeter and millimeter.

- **Orientation**

This option allows you to change the page orientation, Portrait or Landscape.

Layout Page

Fonts

● **Embed all fonts**

All fonts in the Font Source list will be embedded into your PDF document when you choose this option. To ensure that the PDF file you create is fully portable and readable on computers that may not have the same fonts installed, you should embed all fonts to guarantee that none are missed.

● **Embed non-standard fonts**

This option allows you to embed nonstandard fonts installed in your computer to your PDF document.
**Note:** *This will increase the size of your document considerably, particularly if you are using Unicode-based languages like Asian languages. The font embedding list will be disabled when this option is selected.*

● **Use the font embedding list below**

Font embedding list will be available when you select this option. You can check and uncheck the fonts in the list to choose the fonts you want to embed into PDF files.

● **Don't embed any fonts**

All fonts in the embedding list will be unchecked when this option is selected. And when you read the created PDF files, fonts installed on your OS will be used.

Font Page
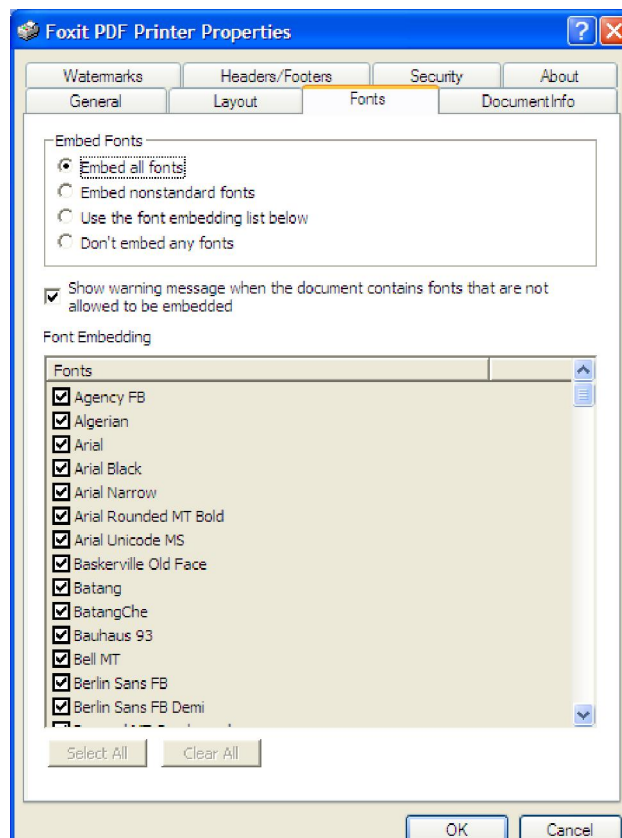
Document Information

- **Add information into the Document**

This option allows you to set PDF document properties, such as Title, Subject, Author, etc. You can add information when it is checked.
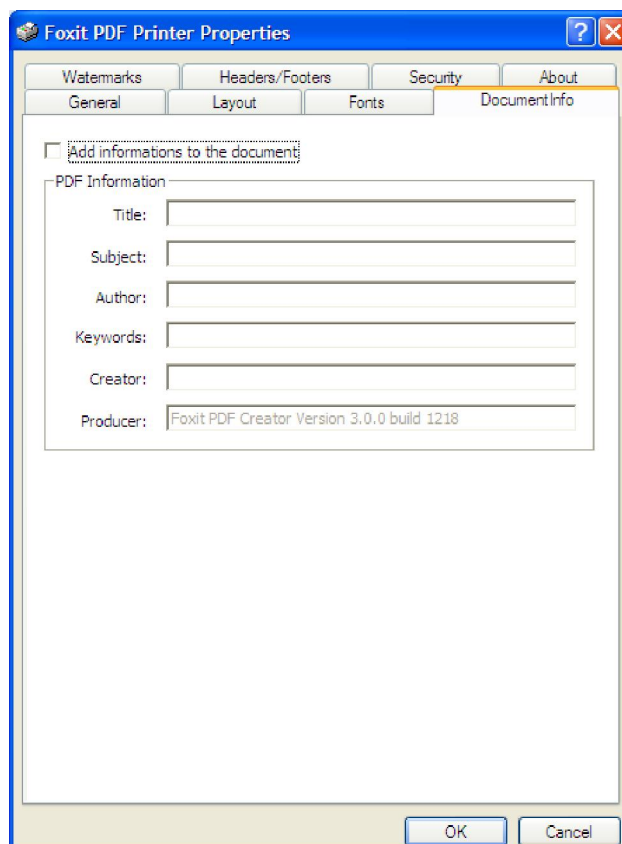
Document Information Page

Watermarks

- **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**.

Image watermarks

You can browse your computer for an image and change the **Opacity**, **Rotation** and **Offsets** of the image which will be added into your document as a watermark.
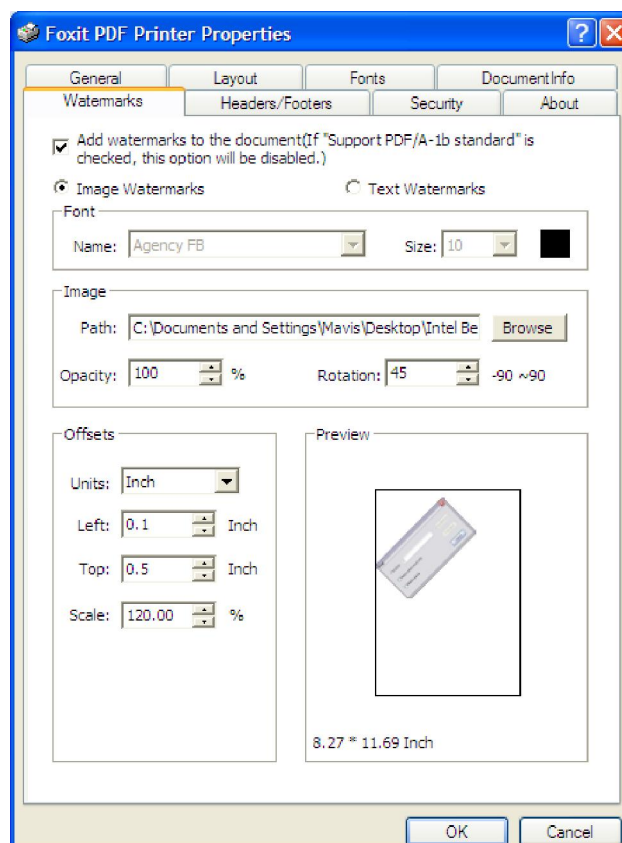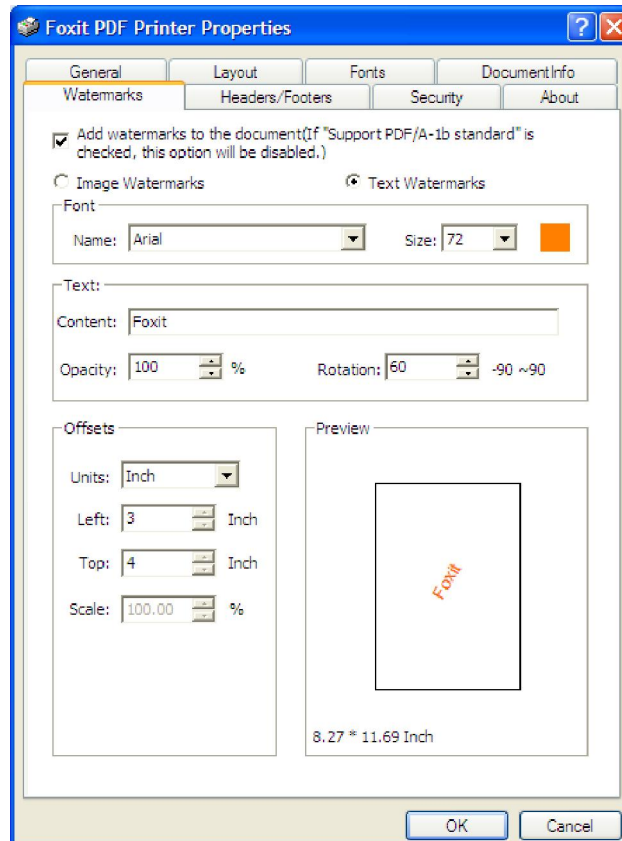

Image Watermarks

Text Watermarks

- **Font**

This option is activated only Text Watermarks 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.

Text Watermarks

● **Offset**

This option allows you to change the unit of measurement and specify the width, height of the image/text, etc.

● **Preview**

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

Headers/Footers

- **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.
Click **Insert Date** to insert date to the PDF document.
Click **Insert Page Num** to insert page number to the PDF document.
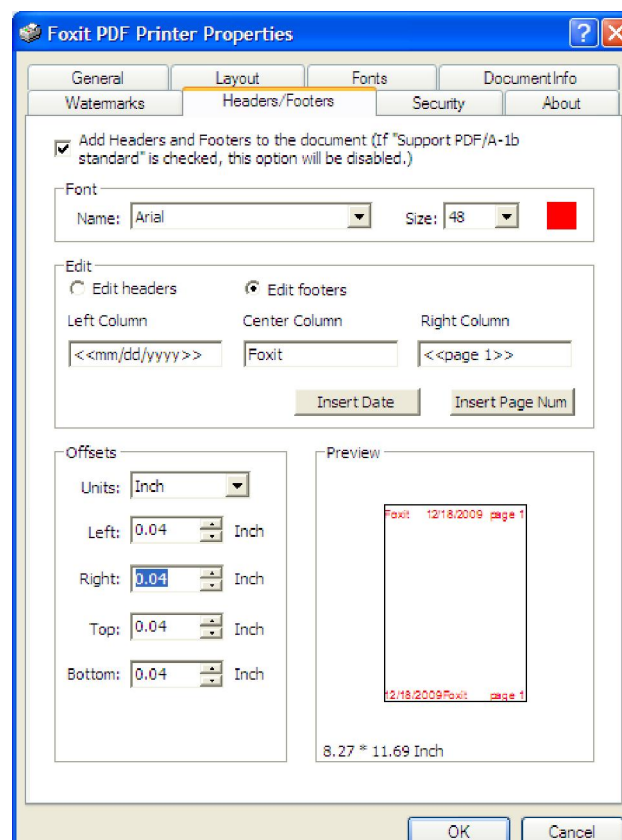You can enter text in the columns (**Left Column**, **Center Column** and **Right Column**) if needed.

- **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.

Headers/Footers

Security

The security feature of PDF gives you exceptional control over PDF files. To provide adequate protection for PDF's contents, encrypt and secure PDF files to prevent unauthorized access, restrict sensitive operations, etc. The security feature is especially helpful when the documents contain commercial content or sensitive confidential information.

Password Encryption

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 file must enter the password that you specified. When you set a Permissions password, anyone who wants to change the restrictions will have to enter the Permissions password. Please note that if a PDF is protected by both types of passwords, it can be opened with either password, but only the Permissions password allows you to change the restrictions.

Note: There's no way out to recover password from the PDF if you forget it. To keep a backup copy of the PDF that isn't password-protected is a good choice.

Adding a password security

1. Select **Please choose the encrypt type** > **Password Encryption.**
2. Check **Require the password to open the document** and then type the password in the corresponding field. If you set permission password, check **Require to add documents restriction**.
3. In the Permission Specification area, you will be shown the security details you specified.
4. Select an Encryption Algorithm.
5. Click Ok and save the document to make setting take effect.

Password security options

When you add a password and security to a PDF file, you can set the following security options:

Password

Require a password to open the document – selects to require users to type the password you specify to open the document.

● **Document Open Password** – specifies a password that users must type to open the document.
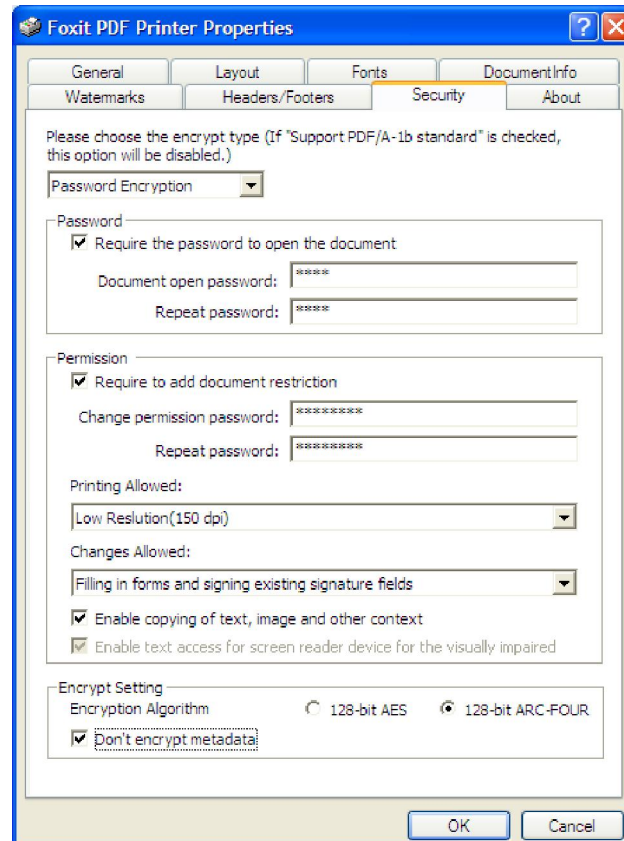
Permission

Require to add document restriction – restricts actions to PDF files, such as printing, editing, etc.

● **Printing Allowed** – specifies the level of printing users are allowed for the PDF document.

    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 at any resolution.

● **Changes Allowed** – defines which editing actions are allowed in the document.

    A. Fill in a form – lets users fill in forms. The option doesn't mean that users can create form fields.
    B. Comments in the document – lets users add comment to the PDF document.
    C. Manage pages and bookmarks – lets users insert, rotate, delete pages, as well as add bookmarks.
    D. Any except extracting pages – let users do all editing actions listed above except extracting pages.

● **Enable copying of text, image and other context** - defines the contents that are allowed to be extracted in the PDF document.
● **Enable text access for screen reader device for visually impaired -** Facilitates the visually impaired users to use voice recognition software in screen reader devices to read the generated PDF files.

Encryption Algorithm - defines data transformations that cannot be easily reversed by unauthorized users. Foxit Creator supports 128-bit AES and 128-bit ARC-FOUR.

Don't encrypt metadata – encrypts the contents of a PDF file but allow search engines access to the document metadata when it is checked.

Password Encryption Page

Certificate Encryption

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 document 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 PDF encrypted using the certificates are forever accessible.

Adding a certificate security

1.   Select **Please choose the encrypt type** > Certificate Encrypt.
2.   In Certificate Encrypt dialog box, create intended recipient list for the encrypt document. You can set document restrictions for a recipient by selecting

the recipient and clicking Permission.

- Click **Import** to import certificate from Windows Certificate store.
- Click **Browse** to import certificate from disk.
- Click **Remove** to delete a recipient from recipient list.
- Click **Details** to view the detail of the certificate.
- Click **Permission** to set document restriction for the selected recipient. About Permission options, please refer to "Require to add document restrictions" of" Password security options".

3. Select Encryption Algorithm.
4. Check **Don't encrypt metadata** to encrypts all contents of a PDF file but allow search engines access to the document metadata.
5. Click OK and save the document.
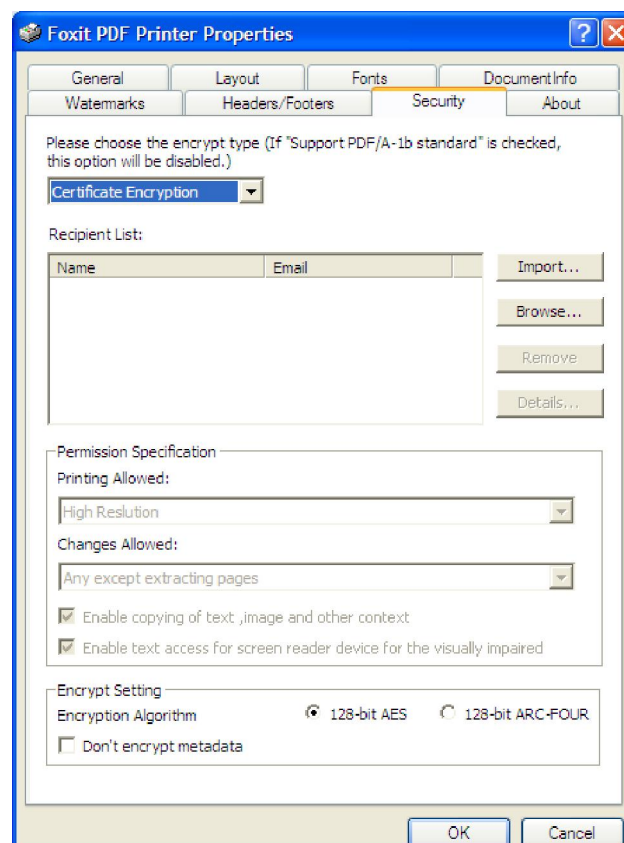
Certificate Encryption Page

Chapter Four – Using Foxit PDF Creator

This chapter gives a short overview on how to get started using PDF Creator, including how to launch Foxit PDF Creator and how to generate accurate PDF files in seconds while retaining the original layout of documents.

The following sections are covered:

- [To create PDF files](#)
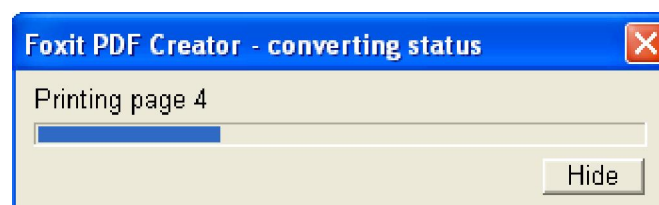- [Examples of creating PDF files](#)

To create PDF files

Foxit PDF Creator works just like a standard printer, so you can use it to print your files from any Windows applications as you would print to a real printer. Make sure that after installation, you have seen a printer in the "Printers and Faxes" with the name "Foxit PDF Pinter".

1. Open a document from a Windows application, such as Microsoft Word, Excel, PowerPoint, Internet Explorer, AutoCAD, E-mail and much more…;

2. Select from main menu **File** -> **Print**;

3. Select the printer named **Foxit PDF Printer**, and click **Ok** button to start printing;
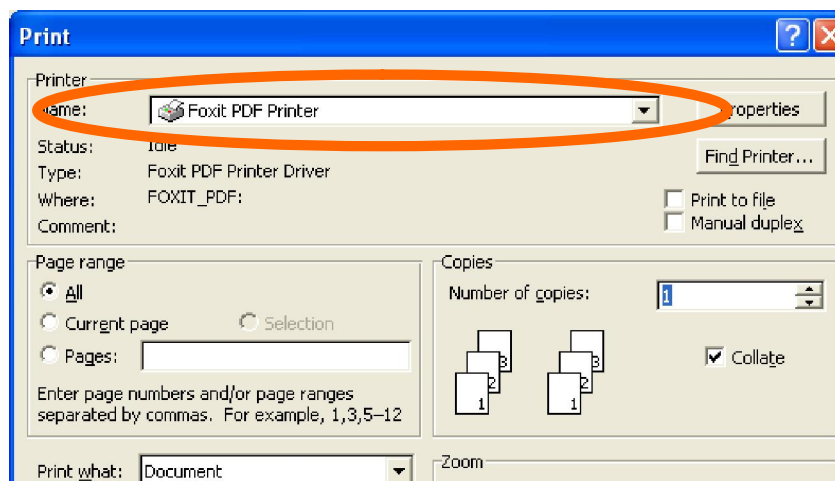
4. You will be prompted to specify the name of the PDF file and where to store. Simply assign the PDF filename, select a folder location, and click the **Save** button.

5. You will see a creating status bar, when it's done, the PDF will be automatically opened.

NOTE: *To open the PDF file, you need a PDF reader program in your system, like "Foxit PDF Reader."*
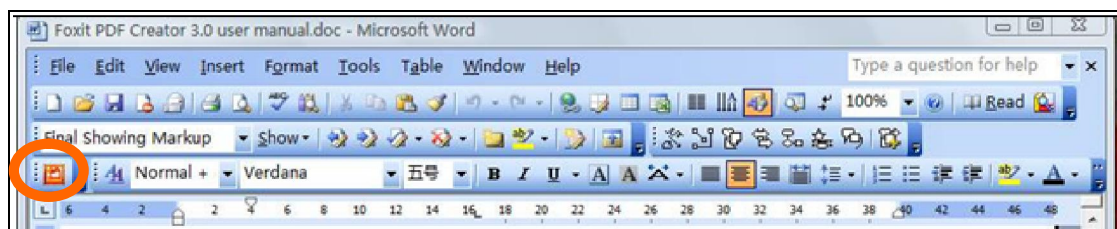
Examples of Creating PDF Files
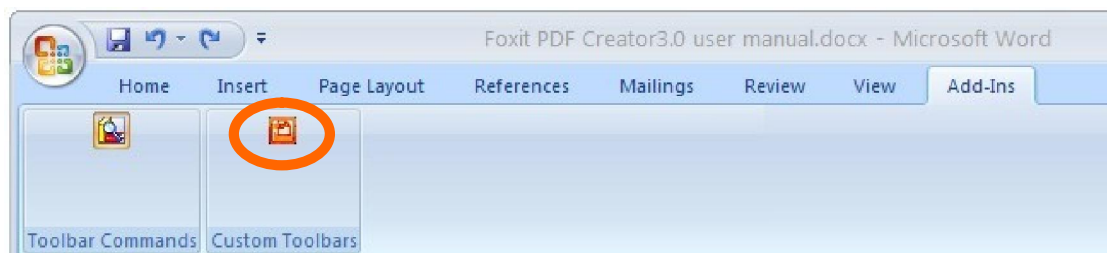
Windows Notepad

1. Open a .txt file;

2. Select from main menu **File >Print**.

Microsoft Word

3. Run Microsoft Word;

4. Open a .DOC document;

5. Select from main menu **File** > **Print**; or click the software add-in button on the word toolbar if you hope to preserve hyperlinks and generate bookmarks based on word styles.

MSWord 2003

MSWord 2007

6. Select printer **Foxit PDF Printer;**

7. If you need to deploy printing properties, click the **Properties** button on the right-top;

8. Click **OK**;

9. A dialog box will pop up for you to specify the folder and file name of the PDF document to be generated, after done, click **Save** button;

10. A progress bar will appear, when it's done, the PDF will be automatically opened.

Support MSWord Hyperlinks and Bookmarks Styles

During installation, Foxit PDF Creator installs a "COM Add-in" in MSWord 2000 or later versions. Using this "COM Add-in", you are able to convert MSWord hyperlink or create PDF bookmarks for PDF output.

NOTES:

- If you use File > Print > Foxit PDF Creator to generate PDF file, you will not be able to migrate Hyperlink and Bookmarks styles from MSWord to PDF output.

- If MSWord 2000 or later is not available in your machine, you will not be able to convert MSWord hyperlink or create PDF Bookmarks.

- Foxit PDF Creator itself doesn't generate bookmarks or hyperlinks. It just converts the bookmarks and hyperlinks that you created in MSWord to PDFs. For how to generate bookmarks and hyperlinks, you should refer to MSWord help.

Microsoft Excel

1. Run Microsoft Excel;

2. Open a .XLS document;

3. Select from main menu **File** > **Print;**

4. Select printer **Foxit PDF Printer;**

5. If you need to deploy printing properties, click the **Properties** button on the right-top (see Deploy the Creation Properties);

6. Click **OK**;

7. A dialog box will pop up for you to specify the folder and file name of the PDF document to be generated, after done, click **Save** button;

8. A progress bar will appear, when it's done, the PDF will be automatically opened.

NOTE:

- E. In order to print multiple worksheets in a single Excel workbook to a single PDF file, in the Print dialog box, you may check the option of **Entire Workbook** under the **Print What**, and then all worksheets will be created in a single PDF file.

Internet Explorer

1. Run your Windows web browser;

2. Open a website or stay on a web page;

3. Select from main menu **File** > **Print;**

4. Select **Foxit PDF Printer** from the Pinter list;

5. If you need to deploy printing settings, click the **Preferences** button on the right (see Deploy the Creation Properties);

6. Click **OK**;

7. A dialog box will pop up for you to specify the folder and file name of the PDF document to be generated, after done, click **Save** button;

8. A progress bar will appear, when it's done, the PDF will be automatically opened.

Outlook Express

1. Run your Email client software;

2. Open an E-mail by clicking its title;

3. Select from main menu **File** > **Print**;

4. Select **Foxit PDF Printer** from the Pinter list;

5. If you need to deploy printing settings, click the **Preferences** button on the right (see Deploy the Creation Properties);

6. Click **OK**;

7. A dialog box will pop up for you to specify the folder and file name of the PDF document to be generated, after done, click **Save** button;

8. A progress bar will appear, when it's done, the PDF will be automatically opened.

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 Corporation

  42840 Christy Street. Suite 201

  Fremont CA 94538

  USA

- ***Mailing Address:***

  Foxit Corporation

  42840 Christy Street. Suite 201

  Fremont CA 94538

  USA

- ***Sales:***

  1-866-680-3668 (24/7)

- ***Support:***

  1-866-MYFOXIT or 1-866-693-6948 (24/7)

- ***Fax:***

  510-405-9288

- ***Website:***

  www.foxitsoftware.com

- ***E-mail:***

  Sales and Information - sales@foxitsoftware.com

  Technical Support - support@foxitsoftware.com

  Marketing Service - marketing@foxitsoftware.com