



# Quick Guide

Foxit<sup>®</sup> PhantomPDF<sup>™</sup>

*For Windows*

**Microsoft<sup>®</sup> Partner**

Gold Independent Software Vendor (ISV)

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# Foxit® PhantomPDF™ Quick Guide

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This guide gives you a brief introduction to the main features of Foxit PhantomPDF. For detailed instructions, please refer to our user manual.

## Getting Started

### Installing Foxit PhantomPDF

#### System Requirements

##### Operating Systems

- Windows 7 (32-bit & 64-bit).
- Windows 8.x Full Version.
- Windows 10.
- Microsoft Office® 2007 or later version (required for some PDF creation features).
- Verified as Citrix Ready® with Citrix XenApp® 7.13.

##### Recommended Minimum Hardware for Better Performance

- 1.3 GHz or faster processor.
- 512 MB RAM (Recommended: 1 GB RAM or greater).
- 2G of available hard drive space.
- 1024\*768 screen resolution.
- Supports 4K and other high-resolution displays.

#### How to Install

The installer format of Foxit PhantomPDF can be EXE or MSI. Please download the installer to your computer, and then do the following (Take *Business* Edition for example):

For an EXE installer:

1. Double-click the EXE file, and you will see the setup wizard pop up.
2. Foxit PhantomPDF is protected by copyright law, so in order to proceed, you must accept the License Agreement. Check the **Agree with the License Agreement** box to continue.
3. (Optional) You can select or deselect the **Help improve user experience** option to turn on or off data collection. The collected data will be used to improve user experiences only. The setting for this option will not affect the following installation

- process.
4. You can click **Quick Install** to start the installation immediately with default settings, or click **Advanced Setting** and do the followings to customize your installation:
    - A) Click on the horizontal three-dot icon to change the installation directory.
    - B) (Optional) Choose a language you want to install from the **Language** box.
    - C) In the **Settings** tab, select the options you would like the setup to perform.
    - D) In the **Components** tab, select the options you want to install.
    - E) (Optional) Click **Back** to go back to the previous step.
    - F) Click **Install** to start the installation.
  5. When the process is complete, a dialog box will notify the user that Foxit PhantomPDF is successfully installed. You can click **Start now** to run the application right after installation.

For an MSI installer:

1. Double click the MSI file, and you will see the setup wizard pop up. Click **Next** to continue.
2. Foxit PhantomPDF is protected by copyright law, so in order to proceed, you must accept the License Agreement. Check the **I accept the terms in the License Agreement** box to continue.
3. (Optional) You can select or deselect the **Help improve user experience** option to turn on or off data collection. The collected data will be used to improve user experiences only. The setting for this option will not affect the following installation process.
4. There are two installation setup types for Foxit PhantomPDF. The user has the ability to change the installation directory or to keep the default settings.

**Typical** — Installs all features by default, which requires more disk space.

**Custom** — Allows users to choose which program features will be installed.
5. For **Typical Setup**, just click **Install**. For **Custom Setup**, do the following:
  - A) Click on **"Browse"** to change the installation directory of the PDF Viewer plug-in.
  - B) Click **"Disk Usage"** to check the disk space available for the selected features.
  - C) Check the options you want to install and click **"Next"** to continue.
  - D) Select the additional tasks you would like the Setup to perform, then click **"Install"** to start the installation.
6. When the process is complete, a dialog box will notify the user that Foxit PhantomPDF is installed. You can choose to check the **Launch Foxit PhantomPDF** box to run the application right after installation. Click **Finish** to complete the installation.

## Command-line Installation for EXE installers

You can use the command-line to install the application:

<The full path to the installer> [Optional Parameter] [PROPERTY=PropertyValue]

The Foxit PhantomPDF properties are:

<b>/help</b>	Pops up a dialog box that shows you the supported command lines.
<b>/install</b>	Installs Foxit PhantomPDF.
<b>/repair</b>	Repairs the installation.
<b>/uninstall</b>	Uninstalls the installation.
<b>/quiet</b>	Silently installs the application (no user interaction) to folder "C:\Program Files\Foxit Software\Foxit PhantomPDF".
<b>/norestart</b>	Suppresses any attempt for a system reboot during the installation.
<b>/log &lt;path&gt;</b>	Specifies the path to the log file.
<b>/lang &lt;en de es fr it jp ko nl pt ru zh-tw zh pl da-DK fi-FI nb-NO sv-SE&gt;</b>	Specifies the installation language. This property is available for multi-language installers only.
<b>/DIR [directory]</b>	Specifies the folder where products will be installed.
<b>/DisableLiveChat</b>	Dock the floating Live Chat to the status bar or to the right side of the application window if the status bar is hidden.
<b>/clean</b>	Removes all of PhantomPDF's registry data and related files.
<b>/keycode</b>	Activates the application by key code.
<b>/DISABLE_UNINSTALL_SURVEY</b>	Stops the Uninstall Survey after uninstallation by setting the value to "1".
<b>/DisableInternet</b>	Disables all features that require Internet connection.
<b>/displadobeindoc</b>	Uses Foxit PhantomPDF to open embedded Acrobat files and embedded Foxit Reader files in Microsoft Office.
<b>/noshortcut</b>	Does not create a shortcut on the desktop. By default, a shortcut will be created after installation.

## Command-line Installation for MSI installers

You can also use the command-line to install the application:

```
msiexec /Option <Required Parameter> [Optional Parameter]  
[PROPERTY=PropertyValue]
```

For more detailed information on msiexec.exe, as well as required and optional parameters, type "msiexec" in the command line or visit Microsoft TechNet Help Center.

### Public Properties of the Foxit PhantomPDF MSI Installation Package.

Foxit PhantomPDF installation properties supplement the standard MSI public properties to give administrators greater control over the installation of the application.

For the complete list of standard public properties, please refer to:

[http://msdn.microsoft.com/en-gb/library/aa370905\(VS.85\).aspx](http://msdn.microsoft.com/en-gb/library/aa370905(VS.85).aspx)

The Foxit PhantomPDF properties are:

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- ADDLOCAL** <list of features> The value of the ADDLOCAL property is a comma-delimited list of features that the installation of Foxit PhantomPDF will make locally available. Foxit PhantomPDF installer is composed of the following features:
- FX\_PDFVIEWER** - Foxit PDF Viewer and its components.
  - FX\_FIREFOXPLUGIN** - A plugin used for opening PDF files in Mozilla Firefox, Opera, Safari, and Chrome browsers. This feature requires FX\_PDFVIEWER to be installed.
  - FX\_SPELLCHECK** - A tool used for searching any misspelled words in typewriter or form filler mode. This tool also suggests the correct spelling for common mistakes. This feature requires FX\_PDFVIEWER to be installed.
  - FX\_PDFA** - A module used for verifying compliance with PDF/A-1a and PDF/A-1b. This feature requires FX\_PDFVIEWER to be installed.
  - FX\_OCR** - A module used for making scanned or image-based PDF documents selectable and searchable. This feature requires FX\_PDFVIEWER to be installed.
  - FX\_CREATOR** - Foxit PhantomPDF Creator installs a virtual printer on your system. Creator can convert any printable documents into high-quality PDFs conveniently and efficiently. This feature requires FX\_PDFVIEWER to be installed.
  - FX\_CONVERTTEXT** - Shell extension used for converting PDFs or combining supported files from the right click menu. This feature requires FX\_CREATOR to be installed.
  - FX\_CREATORWORDADDIN** - MS Word toolbar add-in to create PDFs in just one click. This feature requires FX\_CREATOR to be installed.
  - FX\_CREATOREXCELADDIN** - MS Excel toolbar add-in to create PDFs in just one click. This feature requires FX\_CREATOR to be installed.
  - FX\_CREATORPPTADDIN** - MS PPT toolbar add-in to create PDFs in just one click. This feature requires FX\_CREATOR to be installed.
  - FX\_CREATOROUTLOOKADDIN** - MS Outlook toolbar add-

in to create PDFs in just one click. This feature requires FX\_CREATOR to be installed.

**FX\_SE** - Plugins for Windows Explorer and Windows shell. These extensions allow PDF thumbnails to be viewed in Windows Explorer, and PDF files to be previewed in Windows OS and Office 2007 (or a later version). This feature requires FX\_PDFVIEWER to be installed.

**FX\_IFILTER** – Foxit PDF IFilter is a plugin for Windows search engines that can help search PDF documents quickly.

**FX\_CONNECTEDPDF** – A plugin that provides ConnectedPDF features including creation, sharing, securing, and tracking of PDF documents worldwide.

**FX\_BROWSERADDIN** - The web browser plugin used for converting web pages to PDFs.

<b>INSTALLLOCATION</b>	Specifies the folder location of the product installed.
<b>MAKEDEFAULT</b>	Default value of "1", Foxit PhantomPDF will be set as the default application for opening PDF files.
<b>VIEW_IN_BROWSER</b>	Default value of "1", Foxit PhantomPDF will be configured to open PDF files inside browsers.
<b>DESKTOP_SHORTCUT</b>	Default value of "1", installer will place a shortcut for the installed application on the Desktop.
<b>STARTMENU_SHORTCUT</b>	Default value of "1", installer will create a program menu group for installed application and its components.
<b>SETDEFAULTPRINTER</b>	Default value of "1", installer will install Foxit PhantomPDF Printer and set it as the system's default printer.
<b>LAUNCHCHECKDEFAULT</b>	Default value of "1", Foxit PhantomPDF will check if Foxit PhantomPDF is the default reader when launched.
<b>KEYPATH</b>	Specifies a license key file and saves it to the PhantomPDF installation folder.
<b>REMOVENEWVERSION</b>	Forces an installation to overwrite the newer version of Foxit PhantomPDF with the value of "1".
<b>CLEAN</b>	Executes with the command "/uninstall", removing all of PhantomPDF's registry data and related files with the value of "1". (Note: This is a command for uninstallation.)
<b>AUTO_UPDATE</b>	Does not download or install updates automatically with the value of "0"; automatically checks for updates and downloads updates if any, but lets users choose when to install them with the value of "1"; automatically installs updates with the value of "2". The default value is "1".
<b>CPDF_DISABLE</b>	Disables the ConnectedPDF features by setting the value

	to "1".
<b>EDITION</b>	Specifies an edition to install Foxit PhantomPDF, including <i>Standard and Business</i> .
<b>NOTINSTALLUPDATE</b>	Does not install updates by setting the value to "1". This will prevent Foxit PhantomPDF from being updated from within the software.
<b>INTERNET_DISABLE</b>	Disables all features that require Internet connection by setting the value to "1".
<b>READ_MODE</b>	Opens PDF file in Read Mode by default in web browsers by setting the value to "1".
<b>DISABLE_UNINSTALL_SURVEY</b>	Stops the Uninstall Survey after uninstallation by setting the value to "1".
<b>KEYCODE</b>	Activates the application by key code.
<b>EMBEDDED_PDF_INOFFICE</b>	With the value of "1", opens embedded PDF files in Microsoft Office with Foxit PhantomPDF if Acrobat and Foxit Reader is not installed. (For the EXE installation package, inputs the command-line /displayadobeindoc.)
<b>ADVERTISE</b>	Usually used together with "ADDLOCAL" to advertise the specified features.

Command-line Examples:

1. Silently install the application (no user interaction) to folder "C:\Program Files\Foxit Software":

```
msiexec /i "Foxit PhantomPDF.msi" /quiet INSTALLLOCATION="C:\Program Files\Foxit Software "
```

2. Install the Foxit PDF Viewer only:

```
msiexec /i "Foxit PhantomPDF.msi" /quiet ADDLOCAL="FX_PDFVIEWER "
```

3. Use the license key file saved in disk C to activate the application when running the setup:

```
msiexec /i "Foxit PhantomPDF.msi" KEYPATH="C:\fpmkey.txt"
```

4. No installation of Foxit PhantomPDF Printer:

```
msiexec /i "Foxit PhantomPDF.msi" ADDLOCAL=ALL, ADVERTISE="FX_CREATOR" /qn
```

5. Force an installation to overwrite the same or higher version of Foxit PhantomPDF:

```
msiexec /i "Foxit PhantomPDF.msi" REMOVE_NEWVERSION="1"
```

6. Remove registry and user data when performing silent uninstallation:

```
msiexec /x "Foxit PhantomPDF.msi" /quiet CLEAN="1"
```

7. Install the application without ConnectedPDF related features and services:

```
msiexec /i "Foxit PhantomPDF.msi" ADDLOCAL=ALL,  
ADVERTISE="FX_CONNECTEDPDF"
```

8. Activate the application by key code:

```
msiexec /i "Foxit PhantomPDF.msi" KEYCODE="your key code"
```

9. Install the application without Foxit PhantomPDF Create PDF Toolbar

```
msiexec /i "Foxit PhantomPDF.msi" ADDLOCAL=ALL,  
ADVERTISE="FX_BROWSERADDIN"
```

## Activating Foxit PhantomPDF

After launching Foxit PhantomPDF, the activation wizard pops up. If you have already purchased a license for Foxit PhantomPDF, click **Activate** to activate Foxit PhantomPDF. If not, you can click **Buy Now** to purchase Foxit PhantomPDF from the Foxit website. If you choose **Free Trial**, you will be given a 14-day free trial period to use Foxit PhantomPDF.

- If you have purchased subscription licensing, after clicking **Activate**, you can choose to sign in your Foxit account. After successfully signed in, the Foxit PhantomPDF will be activated automatically.
- If you have purchased a perpetual license, please follow the steps below to activate Foxit PhantomPDF:
  1. After clicking **Activate**, input the code of the registration key. (You can activate the key at a later time from **Help > Activate** when you run Foxit PhantomPDF.) Then click **Activate** to continue.
  2. (Optional) If you didn't provide your name when purchasing the license, you'll be prompted to type your name.
  3. If the activation is successful, a message box will pop up. Click **OK**.
  4. You should restart the application for the changes to take effect. To restart it now, please click **OK**; or click **Cancel** to restart later.

**Note:** *If your PhantomPDF is managed by Foxit Admin Console (a cloud-based portal that serves for administrators to manage Foxit products/services in an organization), there will be a prompt window to let you activate it for further use, depending on the activation mode defined by Admin Console. You need to contact your administrator for the activation. See also [Foxit Admin Console](#).*



### Deactivating Foxit PhantomPDF

You can deactivate Foxit PhantomPDF on one machine in order to activate on another. After deactivation, you can still use the features of Foxit PhantomPDF *Express*. To deactivate Foxit PhantomPDF, click **Help > Deactivate**.

### Uninstalling Foxit PhantomPDF

#### How to Uninstall

Please do one of the following:

- Click **Start > All Programs > Foxit PhantomPDF > Uninstall**.
- For Windows 8 and 10, click **Start > Windows System > Control Panel > Programs > Programs and Features** > Select Foxit PhantomPDF and click **Uninstall**. For Windows 7, click **Start > Control Panel > Programs and Features** to uninstall it.
- Double-click the Uninstall shortcut under the Foxit PhantomPDF installation directory  
drive name: \...\Foxit Software\Foxit PhantomPDF\.

### Using Foxit PhantomPDF

Foxit PhantomPDF provides an organized and friendly user interface, which contains a toolbar (ribbon mode), a document pane, a navigation pane, and a status bar. By default, when you start Foxit PhantomPDF, you can see the Start page which includes helpful product tutorials and Tool Wizard for some most frequently used features to help you get started with Foxit PhantomPDF.

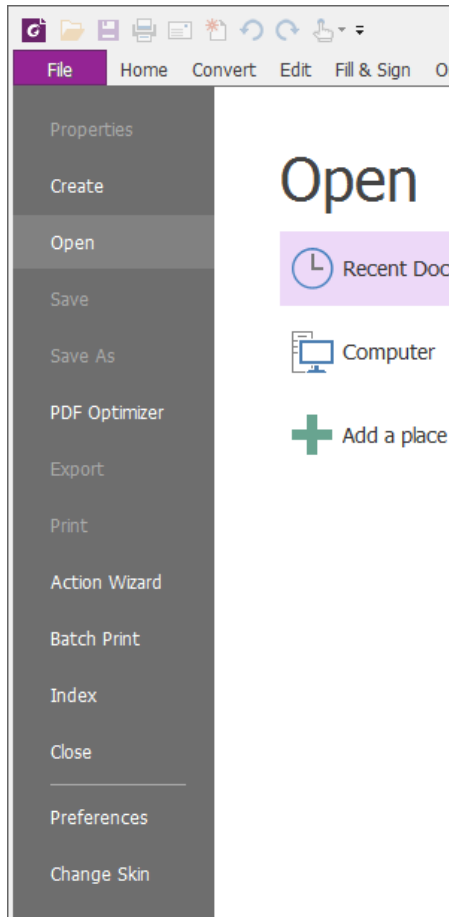
- [The File tab](#)
- [Skin and Toolbar](#)
- [Move around the documents and select things](#)
- [See all the different commands](#)
- [Search and index](#)
- [Standards Validation and Creation](#)
- [Integrate with Foxit PDF IFilter](#)

#### The File tab

The functions **Open, Save, Print, Action Wizard, Index**, and other basic tools can be

## Foxit PhantomPDF Quick Guide

accessed by clicking the **File** tab, and then selecting them from the drop-down menu. Click **Open** to open PDFs in your local drives, ECM systems, and cloud services including SharePoint, OneDrive, Google Drive, and more. To check the document properties, select the File tab and go to **Properties**. To change Program settings select **Preferences**.



With **PDF Optimizer**, you can update the PDF version and reduce file size by compressing contents, unembedding fonts, and clearing out the data redundancy of PDF objects. **Action Wizard** allows you to create and run an action that includes the tasks you specify to be applied to PDFs, which is helpful when you need to process PDFs through a series of routine tasks.

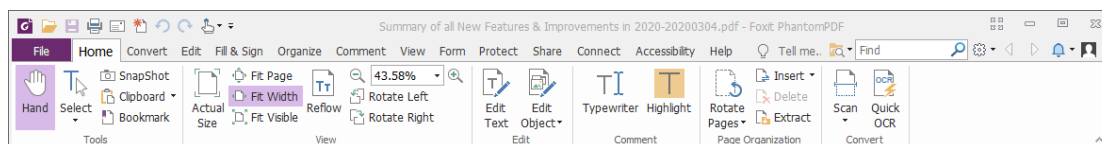
## Skin and Toolbar

There are five kinds of skins, **Classic, Black, Blue, Orange and Purple** that allow the user to change the look of the software. To change the skin of the workspace, choose **File > Change Skin** > Select the desired skin from the list.

## Ribbon Mode

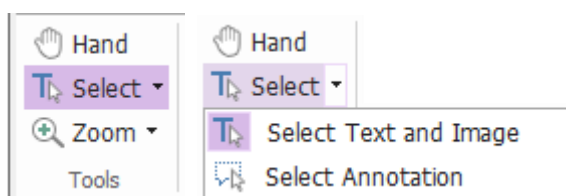
## Foxit PhantomPDF Quick Guide

The Ribbon Mode is an interface with a set of toolbars placed in categories on a tabbed bar. A ribbon provides the user interface of an application with a large toolbar filled with graphical representation of control elements, which are grouped by functionality. Foxit PhantomPDF's Ribbon Mode groups commands by task, eliminating the need for many different icon-based toolbars, while ensuring the commands used most frequently are close at hand.



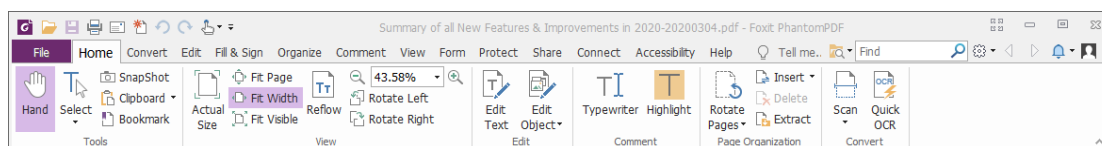
*(Business Edition)*

### Move around the documents and select text, image or annotations



The four most useful commands for navigating and interacting with PDFs are Hand, Select Text and Image, Select Annotation, and Zoom. The Hand command lets you scroll through the PDF, respond to links, fill in forms, and play multimedia files. The Select Annotation command allows you to select multiple annotations and then move, resize, or align them together. The Select Text and Image command lets you select text or image to copy, edit, add annotations, or manage bookmarks. The Zoom command lets you zoom in or out the page easily for better reading experiences.

### See all the different commands




*The Home Tab in Business Edition*

Click the buttons in the ribbon under different tabs to switch between different commands. Also, the tooltip appears when the pointer is held above each command. For instance, there are Tools, View, Edit, Comment, Page Organization, Convert and Protect groups that are all most frequently used under the **Home** tab. You can use these text and annotation command to move around and interact with PDFs, zoom in/out pages, edit page contents,




## Foxit PhantomPDF Quick Guide

manage comments, organize pages, scan and OCR, place signatures, and perform other basic functions.

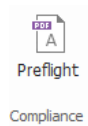
To quickly find a command you need, click in the **Tell me what you want to do...** box (or press **Alt +Q**) near a bubble  on the menu bar and type the name or description of the command. Then Foxit PhantomPDF will display a list of matching commands from which you can select and activate the desired feature.

### Search and index

Foxit PhantomPDF allows you to run searches and create indexes to easily find text in PDF files.

- To quickly find text you are looking for, select the Find Field  on the menu bar. Click  to set the search criteria.
- To do the advanced searching, click **Search** command  next to Find box, and choose **Advanced Search**. You can search for a string in a single PDF file, multiple PDF files under a specified folder, PDFs in a PDF portfolio, or a PDF index. 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. (Optionally, you can use the **Search & Highlight** command in the **Comment** tab to perform an advanced search and highlight the searched text strings with one click.)
- To embed an index to a PDF or create an index for multiple PDF files, use the **Manage Embedded Index** or **Full Text Index with Catalog** function respectively in **File > Index**.

### Industry Standards Validation and Creation



You can use the **Preflight** command in Foxit PhantomPDF to analyze whether PDF documents are compliant with PDF's standards (including PDF/A, PDF/E, PDF/X, PDF/UA, and PDF/VT) or valid for print production, and fix errors in the documents. Foxit PhantomPDF allows you to view detailed preflight results or create a report in a PDF, .xml, .txt, or .html file. Foxit PhantomPDF *Business* also supports PDF/A, PDF/E and PDF/X creation.

To analyze a PDF document, select **Convert > Preflight**. Then in the pop-up dialog box, select one of the preflight profiles in the **Profile** tab and click **Analyze** or **Analyze and Fix**; after analyzing, you can click the **Results** tab to view preflight results or create a report. To create standard compliant PDFs, select **Convert > Preflight**, and then select one of standards in the **Standards** tab. Or you can directly save the documents as PDF/X, PDF/A, or PDF/E using the **Save As** command in **File**.

### **Integrate with Foxit PDF IFilter**

Foxit PhantomPDF is now packaged with Foxit PDF IFilter for Desktop, which allows users to index a large amount of PDF documents and then quickly find text within these documents on a desktop system. You can trigger Foxit PDF IFilter in the installation directory of Foxit PhantomPDF.

## **Document Views**

### **Single-tab Reading and Multi-tab Reading**

Single-tab reading mode allows you to open PDF files in multiple instances. This is ideal if you need to read your PDFs side by side. To enable single-tab reading, go to **File > Preferences > Documents**, check the **Allow multiple instances** option in the **Open Settings** group, and click **OK** to apply the setting.

Multi-tab reading mode enables users to open multiple PDF files in different tabs in the same instance. To enable multi-tab reading, go to **File > Preferences > Documents**, uncheck the **Allow multiple instances** option in the **Open Settings** group, and click **OK** to apply the setting. In multi-tab reading mode, you can drag and drop a file tab outside of the existing window to create a new instance and view the PDF file in that individual window. To recombine the file tab to the main interface, click on the file tab and then drag and drop it in reverse to the main interface.

### **Switch between Different View Modes**


You can view documents with text only, or view them in Read mode, Full Screen, Reverse View, Reflow mode, and Night Mode.

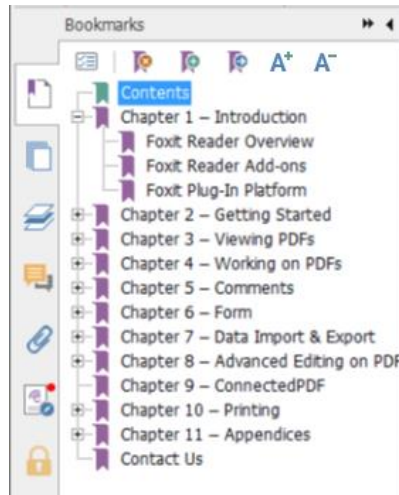
### **Go to Specified pages**


- Click the **First Page**, **Last Page**, **Previous Page** and **Next Page** in the **Go To** group under the **View** tab or in the status bar to view your PDF file. You can also input the specific page number to go to that page. The **Previous View** lets you return to the

## Foxit PhantomPDF Quick Guide

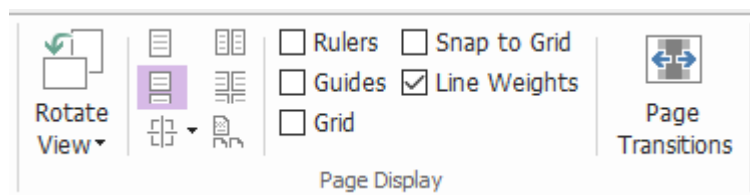
previous viewed instance and **Next View** goes to the next viewed instance.

- To jump to a topic using bookmarks, click the **Bookmark** button  on the left Navigation pane. And then click the bookmark or right-click the bookmark and choose “Go to Bookmark”. Click the plus (+) or minus (-) signs to expand or collapse the bookmark contents.



- To jump to a page with page thumbnails, click the Page Thumbnails button  on 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. To resize a page thumbnail, right-click on the thumbnail and choose “Enlarge Page Thumbnails” or “Reduce Page Thumbnails”.

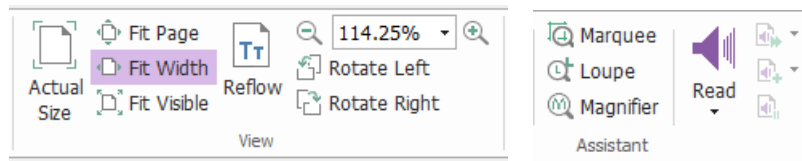
### Change the way the document is displayed



#### *The Page Display Commands*



Foxit PhantomPDF offers a number of different ways to view the pages of a PDF, customized to your preference. Under the **View** tab, you can choose the following page layouts: Single Page, Facing, Continuous, Continuous Facing, Split, and Separate Cover Page.

### Adjust the page magnification






#### The View Commands

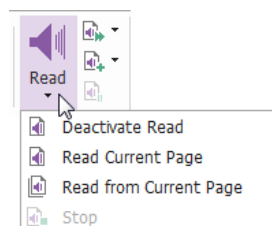
Click **Home** tab and choose the commands in the **View** group.

1. Click **Zoom In**  or **Zoom Out**  to increase or decrease the magnification of the document.
2. Click **Fit Page** to see an entire page on screen, **Fit Width** to make the page fill the width of the screen, **Fit Visible** to fit only the visible area of the page, and **Actual Size** to return the page to its actual size.
3. Click **Rotate Right/Left** to rotate the page view clockwise/counterclockwise in 90-degree increments.

Under the **View** tab, you may choose the following commands in the **Assistant** group:

1. Click the **Marquee Zoom** command  to enlarge an entire page. Click and drag this command to enlarge an area of the page.
2. Click the **Loupe** command  and move it to the location on the page you want to view, and you will see that specific location amplified or diminished in the Loupe command dialog box.
3. Click and move around the **Magnifier** command  to easily magnify areas of the PDF.

### 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

## Foxit PhantomPDF Quick Guide

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is read based on the order of the page content. (**Note:** *Read Out Loud isn't a screen reader, it may not be available in some operating systems.*)

You need to select **View > Read > Activate Read** to activate Read Out Loud before using it. Then navigate to the page that you want to read out and choose **View > Read > Read Current Page** or **Read from Current Page**. While reading, you can interrupt the reading and adjust reading volume and speed as needed.

### Compare PDF

The Document Compare feature lets you see the differences between 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.

Choose **View > Compare** to choose files and select comparing options in the Compare PDF Files dialog box.

### Work on 3D content in PDFs

Foxit PhantomPDF lets you view, navigate, measure, and comment on 3D content in PDF documents. Before using these features, you need to download the plugin from Foxit server and install it in Foxit PhantomPDF. (*Note: The 3D Plugin is currently in Beta. If you have any suggestion or feedback while using the features, please click the **Post Your Idea** button on the 3D toolbar to report them.*) The Model Tree, the 3D toolbar, and the right-click menu of 3D content can help you work on 3D content easily. You can show/hide parts of a 3D model, set different visual effects, rotate/spin/pan/zoom a 3D model, create and manage views with different settings, add 3D comments/measurements to a part of a 3D model, and more.

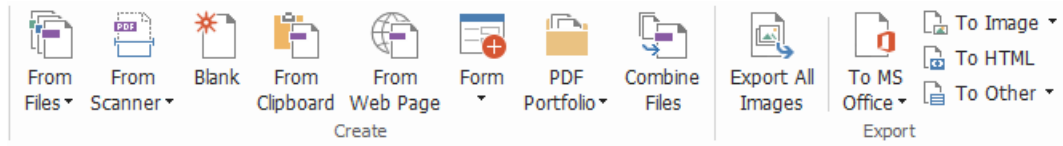
**Note:** *Make sure you have selected the **Enable playing of 3D content** option in **File > Preferences > 3D** before opening a 3D PDF file. Depending on your trust settings for PhantomPDF, some dialog boxes may appear when you try to open a 3D PDF file for the first time.*

### Create & Export

Foxit PhantomPDF gives you almost unlimited options to create PDFs. In the **Convert** tab, you can directly create PDFs from specific files, a blank page, a web page, a scanner, the clipboard, or from ECM systems and cloud services (such as SharePoint and Google Drive). You may also create PDF portfolios, as well as export PDFs to images, MS office, HTML and more.



## Foxit PhantomPDF Quick Guide




### The Create and Export Groups

- [Create PDF with one-click](#)
- [Create PDF from Microsoft Office](#)
- [Create PDF from Microsoft Visio \(Business Only\)](#)
- [Create PDF using the Print command](#)
- [Create PDF using Print to Evernote](#)
- [Create a PDF using Scanner](#)
- [Create a PDF within web browsers](#)
- [Create PDF Portfolios](#)
- [Export PDF all images](#)
- [Export PDF to Image, MS Office, HTML and others](#)

### Create PDF with one-click

To create a PDF with one click:

- Drag the document you want to convert onto the Foxit PhantomPDF desktop icon .
- If Foxit PhantomPDF is open, drag and drop the file directly into the application window.
- Right click the document icon you want to convert and choose **Convert to PDF in Foxit PhantomPDF**.

Foxit PhantomPDF also allows you to quickly create PDFs from clipboard/webpages/blank pages, create a PDF form from an existing file, and combine multiple files into a single PDF, with commands in **File > Create** or under the **Convert** tab. When creating from webpages, you can choose to convert the entire website or a specified number of levels of the website, and set more options like timeout, hyperlinks, and more.

### Create PDF from Microsoft Office

Foxit PhantomPDF enables you to create professional and secure PDF files directly from Microsoft Office applications (Word, Excel, PPT and Outlook). Creating PDFs from Microsoft Word automatically retains bookmarks, links, outlines, and other settings during conversion.

Foxit PhantomPDF also allows you to convert personalized email messages, letters, or labels created from Microsoft Word's **Mail Merge** function into PDFs all at once. You can also change the settings to send the PDFs via email attachments to a number of individuals

if needed.

### Create PDFs in Microsoft Visio (*Business Only*)

PhantomPDF Creator Plugin in Microsoft Visio provides quick and easy PDF creation from Visio files, while preserving the document properties in the created PDFs depending on the conversion settings.

### Create PDF using the Print command

1. Open the file.
2. Select **File > Print** from the main menu.
3. Select **Foxit PhantomPDF Printer** from the Printer list.

### Create a PDF using Print to Evernote

Foxit PhantomPDF adds a new printer "Print to Evernote" after installation. This feature enables the user to send the PDF file as an attachment to Evernote, as well as the option to create a PDF the same as Foxit's PDF printer does.

To create a PDF using Print to Evernote, see below:

1. Install the Evernote application and sign in to an Evernote account.
2. Open the file you want to convert to PDF, and choose **File > Print > Print to Evernote**.
3. Set the print properties and then click **Print**. Name the PDF file and specify the storage location.
4. You will see that the PDF file is created and attached in Evernote.

### Create a PDF using Scanner

Foxit PhantomPDF allows you to create a PDF directly from a paper document using your scanner. You can scan a document to PDF directly with custom settings or by using preset preferences that you configured before.

To scan a document to PDF with custom settings, use one of the following options: 1) Choose **File > Create > From Scanner > the From Scanner... button > the Scan** command, 2) Choose **Convert > the Create group > From Scanner > Scan**, or 3) Choose the **Home** tab > the **Convert** group > the **Scan** button > the **Scan** command.


To scan a paper document to PDF using a configured preset, select a preset to scan documents from 1) the **Home** tab > the **Convert** group > the **Scan** button, 2) from **File > Create > From Scanner > the From Scanner... button**, or 3) from **Convert > the Create**

group > **From Scanner**.

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

### Create a PDF within web browsers

Foxit PhantomPDF allows you to convert webpages to PDFs using the Foxit Convert tools

 in the toolbar within Google Chrome, Internet Explorer, and Firefox. You can convert the current webpage to a new PDF or append to an existing PDF, or send the new PDF as an email attachment with one click.

### Create PDF Portfolios

Foxit PhantomPDF lets you quickly create a new PDF portfolio with existing files or folders by choosing **Convert > PDF Portfolio > Create a new PDF Portfolio**, or by creating a blank PDF portfolio and adding files or folders by selecting **Create a blank PDF Portfolio**.

### Export all images in the PDFs

With one click of “Export All Images”, Foxit PhantomPDF enables you to export all images in your document to separate image files. Please click **Convert > Export All Images**, and configure the settings before exporting via the **Export to Images** dialog box.

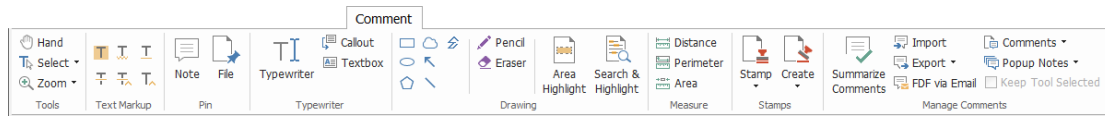
### Export PDF to Image, MS Office, HTML and others



1. Click **Convert** tab.
2. Select the **To Image, To MS Office, To HTML**, or the **To Other** button to convert PDFs to the format desired.
3. You can click **Settings** in the **Save As** dialog box to select more advanced options for the conversion, and click **OK**.
4. Specify the filename and location, and click **Save** to start conversion.

### Comment

With Foxit PhantomPDF, you can add annotations or draw shapes to PDF files as you do to a paper document using the commenting, markup, and drawing commands. When you are done, all comments will be organized automatically, and can then be exported for

convenient review.

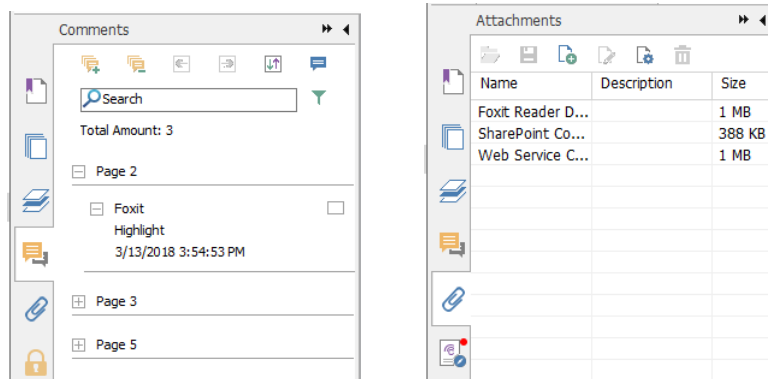


With the Hand command , the Select Annotation command  or the corresponding command selected, right-click a comment and you can choose to set properties, set statuses, reply to comments, and more. You can export and import comment data and summarize comments using the commands in the **Manage Comments** group. Moreover, if you make comments in a PDF file which is created from a Microsoft Word document, you can easily export the comments to revise the original Word document by choosing **Comment > Export > Export to Word**.

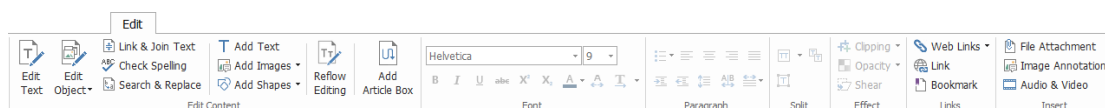
**Note:** You can view, navigate, and comment on the 3D content in PDFs by using the commands in the **3D Content Navigation** panel located in the navigation pane.

## See comments and attachments

Foxit PhantomPDF keeps organized listing of all comments and attachments in a PDF for easy reference. These are hidden by default to give you the largest possible view of your PDF document. To make them visible, click the Comments or Attachments buttons on the left Navigation pane.



## Edit



### The Edit Tab in Business Edition






You can easily customize your PDFs by using general editing features to add links, attach

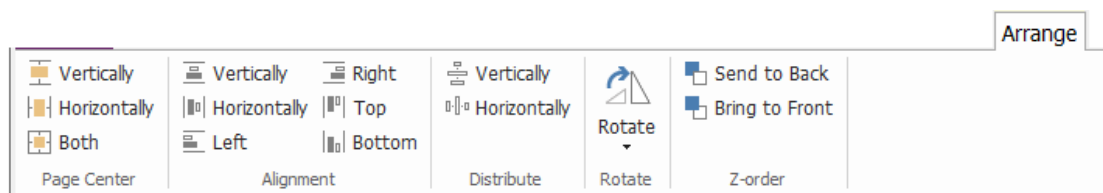
## Foxit PhantomPDF Quick Guide

files, add images, play and insert multimedia files, and other PDF editor capabilities including layer editing, Search and Replace, article defining, and PDF optimizing.

Foxit PhantomPDF also provides advanced features to add objects (text, images, path and shading objects) and edit them, including font settings (font, font size, color, underline, etc.), paragraph settings (justify/align left/center/right, character spacing, character horizontal scale, line spacing), style settings, and objects' splitting and merging.

When you use object editing commands, like the Edit Text command and Edit Object command, and click on text or an object, an Arrange tab appears for more editing features.

- **Adding objects** – click **Add Text** , **Add Images** , **Add Shapes**  to add objects to the PDFs and change settings if needed.
- **Paragraph editing** – click **Edit Text**  and select the paragraphs you want to edit, or just right-click the selected text with the **Select Text and Image** command and choose **Edit Text**. You can start a new line by pressing “Enter”. The text wraps automatically when the text being typed flows to the margin of the paragraph box. Also, the text within the paragraph box can reflow automatically and the paragraph box will then automatically rescale.
- **Object editing** – click **Edit Object**  and select the object you want to edit. It allows you to change the font, font size/color, and others of the text object. You may also move, resize, delete, or rotate the objects you selected. When you edit image, path or shading objects, the corresponding format tabs will appear.
- **Clipping** – Clip objects to make desired shapes of objects visible.

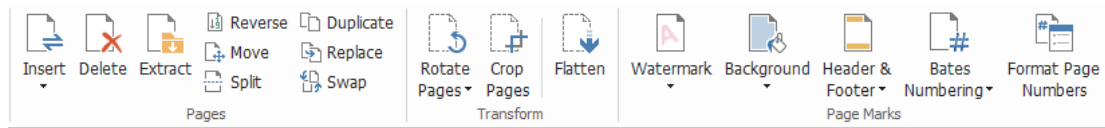


### Object Arrange Tab

- **Arrange** – you can align the PDF content in your PDF file, or arrange them in the center of the page.
- **Reflow Editing** – click the **Reflow Editing** command to edit document content in a continuous mode, like in a word processor.

**Tip:** You can do more actions by right-clicking an object with the Edit Object command.

# Organize



### The Organize Tab in Business Edition

Foxit PhantomPDF enables you to directly organize PDF pages by inserting/deleting pages, moving/extracting pages, splitting documents, merging pages, re-arranging pages, and composing page outlines. To organize pages, choose a desired command from the **Organize** tab or from the page thumbnails' context menu in the **Pages** panel in the navigation pane. Also, you can drag and drop page thumbnails in the **Pages** panel to assemble pages in one document or different documents. You can even drag the page thumbnails to the blank areas to extract the selected page(s) as a new PDF file.


You may also add watermarks, headers, footers, and other page marks to one or more PDFs from the **Organize** tab.

## Forms

PDF forms streamline the way you receive and submit information. Foxit PhantomPDF allows you to fill in, reset, create, save and submit forms, and more.

- [Fill in PDF forms](#)
- [Comment on forms](#)
- [Work on form data](#)
- [Create and edit forms](#)
- [Form recognition](#)
- [Set calculation order](#)
- [About running JavaScript](#)

### Fill in PDF forms

Foxit PhantomPDF supports *Interactive PDF Form* (Acro Form and [XFA Form](#)) and *Non-interactive PDF Form*. You can fill in Interactive forms with the Hand command . For non-interactive PDF forms, you can use the Fill & Sign tools under the **Fill & Sign** tab to add text or other symbols. When filling non-interactive PDF forms with the Fill & Sign tools, use the field toolbar or resize handles to adjust the size of the added text or symbols to make them appropriately fit in the form fields.



## Foxit PhantomPDF Quick Guide

Foxit PhantomPDF supports the **auto-complete feature**, which enables you to fill in PDF forms quickly and easily. It will store the history of your form inputs, and then suggest matches when you fill out other forms in the future. The matches will be displayed in a drop-down list. To enable auto-complete feature, please go to **File > Preferences > Forms**, and select **Basic** or **Advanced** from the **Auto-Complete** drop-down list. Check the **Remember numerical data** option to store numerical entries as well, otherwise, only text entries will be remembered.

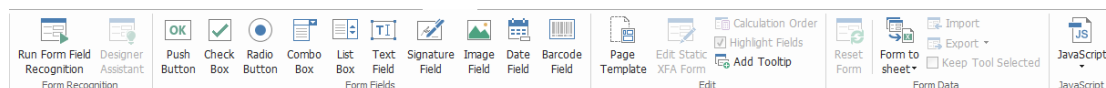
### Comment on forms

You can comment on PDF forms, just like any other PDFs. You can add comments only when the form creator has extended these rights to the users. **See also** [Comment](#).

### Work on form data

Click the **Import** button  or **Export** button  in the **Form Data** group to import/export form data of your PDF file. This is similar to the way of importing and exporting comment data. You can also export form data to append to an existing CSV file or combine multiple PDF forms to a CSV file. However, this function will only work for PDF interactive forms. Foxit PhantomPDF provides users with the **Reset Form** command to reset the form. In addition, for PDF forms with Ultraform technology, Foxit PhantomPDF enables users to create and display 2D barcode that contains form data.


### Create and edit forms

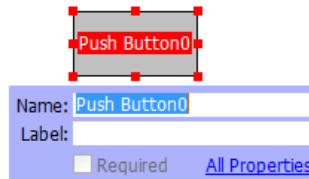


With Foxit PhantomPDF, you can create interactive forms. You are able to add push buttons, text fields, check boxes, combo boxes, list boxes, radio buttons, signature fields, image fields, date fields, or barcode fields to create an interactive PDF form and specify their properties. You can also set a PDF page as a page template, which is very useful in designing extensible forms where users can quickly add the page template to a PDF by creating a button with JavaScripts. To make a form more accessible, you can click **Add Tooltip** to add tooltips automatically for all form fields which does not have descriptions.

#### Creating form fields

Here take the Push Button as an example. You can create this button by selecting it in the **Form Fields** group. You can move, resize, and delete the Push button by selecting the

**Select Annotation** command . You can set the button properties to determine the button appearance, actions and behaviors, and other form field settings.



**Note:** 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.

## Form Recognition

Foxit PhantomPDF provides **Semi-Automated PDF Form Design** features for users to easily develop interactive PDF forms. Normally, users need a way to define the form fields directly in their design layout or scanned file. **Run Form Field Recognition** is an important command and can save the user's time in creating interactive PDF forms.

### 1. Run Form Field Recognition

Open the PDF file in Foxit PhantomPDF. Click **Form** tab and select **Run Form Field Recognition**. Foxit PhantomPDF looks for boxes, underlines, and other cues in your file that indicate a place to enter information and changes them into text fields and check boxes. All fillable fields in the document will be recognized and highlighted.

**Note:** To run form recognition automatically when a PDF is opened in Foxit PhantomPDF, please click **File > Preferences > Forms**, and check the option "Run form recognition when creating PDF in PhantomPDF application".

### 2. Inspect and correct the form results with Designer Assistant


Because the recognition process is not always perfect, you'll need to clean up your forms, add missing fields, adjust default font settings, and other general clean up duties to correct any errors. With the **Designer Assistant** and other **Form Field** commands, you can easily complete all the operations above because the Designer Assistant command can inspect corresponding form fields and change the settings automatically. You can modify the name directly in the pop-up box and click "All Properties" to change the settings. **See also:** [Creating form fields](#).

**Note:** Click **File > Preferences > Forms**, check the option "Open Properties box after creating field".



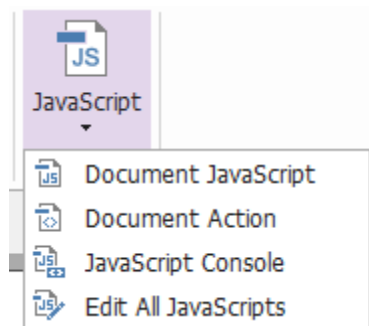
### Set calculation order

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. 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. Click the

**Calculation Order**  button under the **Form** tab.

### About running JavaScript

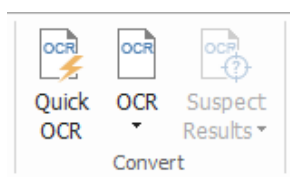
With Foxit PhantomPDF, you can invoke JavaScript code using actions associated with documents, bookmarks, links, and pages. Foxit PhantomPDF provides four options: Document JavaScript, Document Action, JavaScript Console, and Edit All JavaScripts. The Document JavaScript lets you create or access document level scripts in Foxit PhantomPDF. 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.



### Optional Database connectivity to Windows ODBC

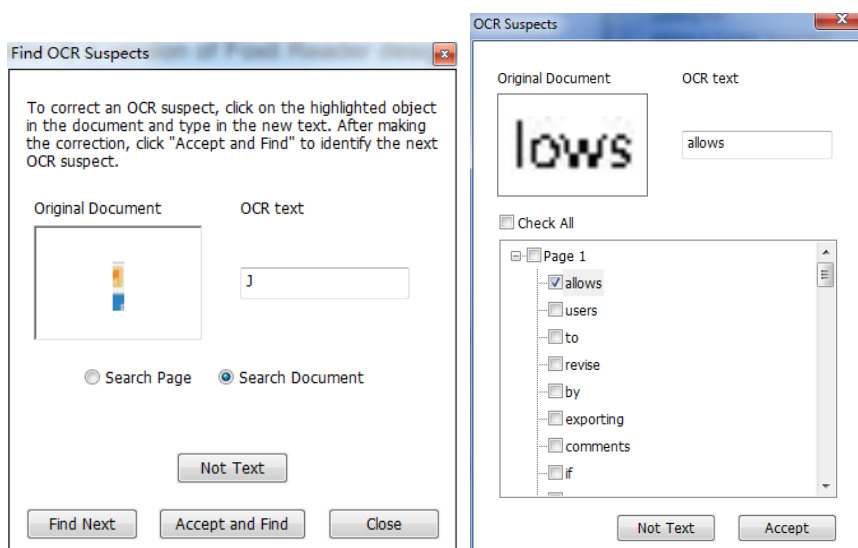
The Optional Database Connectivity plug-in is a JavaScript object inside Foxit PhantomPDF, allowing you to connect to Windows ODBC (Open Database Connectivity) data sources. Also, developers can create document level-scripts to connect to a database for the purposes of inserting new data, updating information, and deleting database entries. Currently, ADBC (Acrobat Database Connectivity) is a Windows only feature and requires Open Database Connectivity (ODBC) provided by Microsoft.

### OCR



Optical Character Recognition (OCR) is a software process that enables images of 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. PDF or PDF portfolio). With Foxit PhantomPDF, you can scan paper documents directly to PDF, and run OCR to make the scanned documents searchable and editable.

OCR Suspects - Foxit PhantomPDF can detect the suspected and mark them in OCR results and allows you to edit the recognition results to improve the accuracy of OCR results. Click **Suspect Results** under the **Convert** tab, and select **First Suspect** or **All Suspects** from the pull-down menu. If you select **First Suspect**, the Find OCR Suspects dialog box shows both the original document text and the OCR text. You can edit text in the OCR text box directly if needed. If the highlighted text is incorrectly identified, click **Not Text**. Click **Find Next** to find the next suspect or click **Accept and Find** to accept the suspect and find next. Optionally, if multiple suspects are not text or can be corrected with the same OCR text, you can select **Suspect Results > All Suspects** to open the OCR Suspects dialog box, where you can select and correct multiple suspect results at once.



**Tip:** Foxit PhantomPDF provides the **Quick OCR** command under the **Home/Convert** tab for recognizing all pages of a scanned or image-based PDF with the default or previously set settings in just one click.

### Share

Foxit PhantomPDF enables users to send PDFs as attachments to others or to their Evernote/OneNote accounts with one-click. Users can also share a document on an internal server or a Foxit Server with others to gather feedback/comments from other reviewers. Integration with cloud services or ECM systems like SharePoint, ndOffice, iManage Work, OpenText eDOCS, and Worldox lets users share and manage documents easily within one application.

- [Review documents](#)
- [Integration with ECM systems and cloud services](#)

### Review documents

**Shared Review** allows document authors to share a document on an internal server. After receiving the invitation from the review initiator, reviewers can mark-up PDFs using a full set of commenting commands and publish comments. They will be notified if others add new comments, in which they can reply to these comments. Comments from both the initiator and reviewers will be automatically collected on the internal server, and then synchronized by Foxit PhantomPDF on a regular interval.

**Email Review** is useful when reviewers don't have access to a common server or initiators don't need collaborative reviews. In an **Email Review**, the initiator sends PDFs to reviewers as attachments and can view comments only after receiving the commented PDFs back from reviewers. Also, the reviewers can only send back the PDFs after adding comments, without access to viewing comments made by others.


To send a PDF for review, please choose **Share > Send for Shared Review** or **Send for Email Review**. (*Business Only*)

The review **Tracker** helps you easily manage document reviews in real time. The tracker shows all the reviews you sent and joined and the detailed review status including review deadlines, reviewers, comments, etc. To open the **Tracker** and track all of your reviews, choose **Share > Tracker**. If you are involved in a large number of reviews, you can create new folders and categorize your reviews by sending reviews to the created folders as needed. If you are the review initiator in a Shared Review, you can change the deadline, end the review and start a new review with the same reviewers.

If you are collecting comments for a PDF file under shared review or email review which is created from a Microsoft Word document, you can easily export the comments to revise the original Word document by choosing **Comment > Export > Export to Word**.

### Integration with ECM systems and cloud services


Integration with ECM systems (including eDOCS DM, SharePoint, Documentum, ndOffice, iManage Work, Enterprise Connect, Worldox, ShareFile, Epona DMSforLegal, Alfresco, and iManage 10) and cloud services (including OneDrive for Personal or Business, Google Drive, Dropbox, Box, and Egnyte) lets users share and manage documents easily within one application. You can open and save files in the cloud services or ECM systems from **File** >

**Open/Save As** > **Add a place** , or from the buttons in the **Share** tab.

### Secure & Sign



*The Protect Tab in Business Edition*

Foxit PhantomPDF offers powerful protection for PDF content. You can encrypt and secure PDF files to prevent unauthorized access, restrict sensitive operations, apply digital signature, and more. To view the security in a file, select **File** > **Properties** > **Security**, or click the **Security Properties**  in the **Protect** tab.

- [Password Protect & Certificate Protect](#)
- [AIP Protect \(Available in Business Only\)](#)
- [About signatures](#)
- [Redaction \(Available in Business Only\)](#)
- [Remove hidden information](#)
- [Generate redacted and AIP-protected PDFs \(Available in Business Only\)](#)

### Password Protect & Certificate Protect

In Foxit PhantomPDF, 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.

**Password Protect:** Passwords allow you to limit access and restrict certain features, such as printing, copying, and editing.

- **Open password:** Users must enter the correct password to open the document.
- **Permission password:** Lock specific functionality when a user opens your file. For example, you can prevent recipients from modifying or printing your document.

**Certificate Protect:** 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 documents, as well as permit another person to edit text or delete pages.

### Set security polices

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, and other security settings. To manage this,

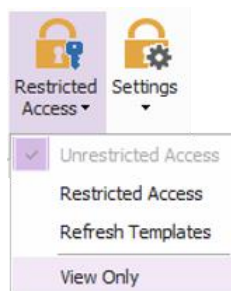
click the **Security Policies**  in the **Protect** ribbon.



### AIP Protect (Available in *Business Only*)

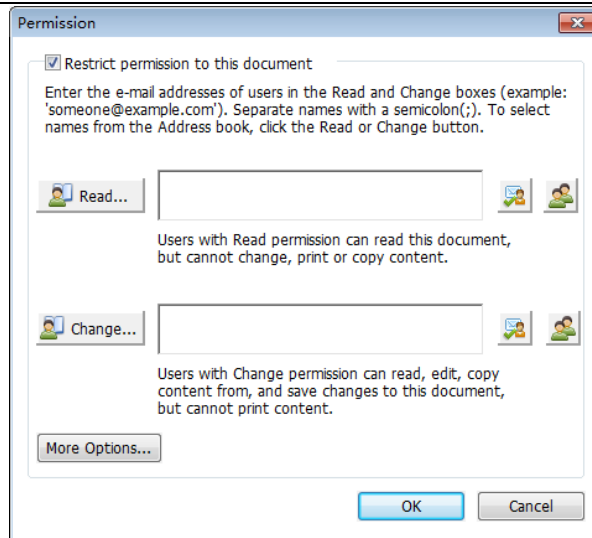
Foxit PhantomPDF AIP Protect feature provides seamless integration with Microsoft's Windows Rights Management Services to protect PDF documents and manage policy templates. If you are authorized you can use Foxit PhantomPDF to open an AIP-Protected document to improve information security and meet compliance requirements. Once installed, Foxit PhantomPDF will extend all Microsoft AIP services to all PDF files.

### AIP encryption

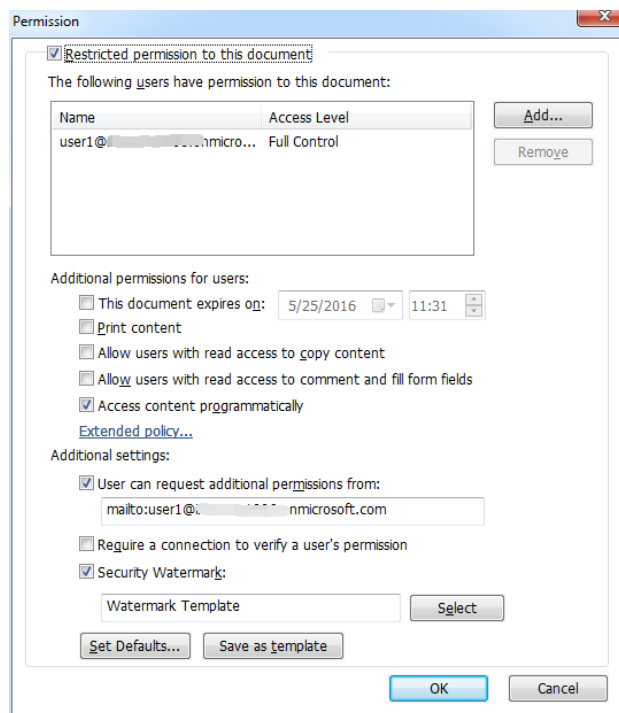
1. Click **Protect** > **Restricted Access**.
2. Choose the template to add AIP encryption. You can also create custom templates. See [Template Creation](#).



3. If you do not want to use templates, please click **Restricted Access**.
- Type your account name and password when you login to the AIP server for the first time.
  - Click the icon  **Read...** to add users who you want to authorize for reading permissions. (If you have an Outlook Email Client, the contact list of Outlook will pop up when you click the icon  **Read...** . Then you can go on to the [More Options](#) step.)



- (Optional) Click **More Options** in the Permission dialog box. The users you selected now will be shown on the text box. You can also add or delete users as needed here. Specify the permissions as needed and click **OK**.



- Click **OK** and save the changes. The document will be protected by the permissions you just set.

**Note:** Foxit PhantomPDF also supports Microsoft IRM Protection Version 2, which allows PDF documents to be encrypted to PPDF format. The encryption policy of Microsoft IRM Protection Version 2 does not include dynamic watermark, extended policy, and dynamic revocation.

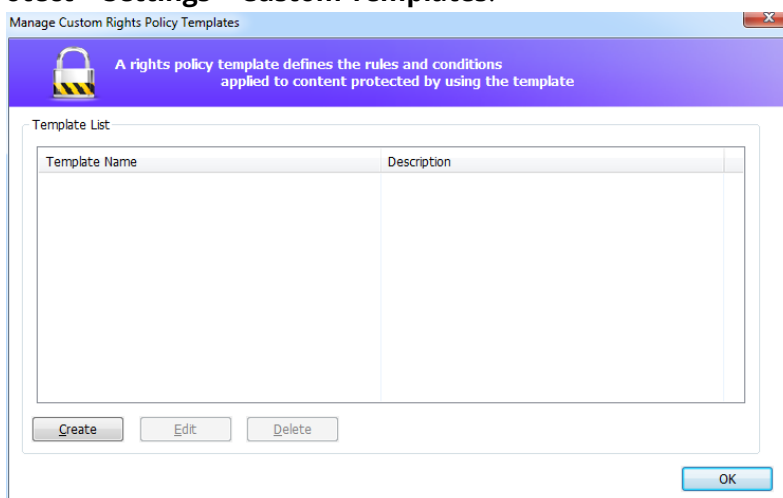
### Batch protect PDFs with AIP

To apply AIP encryption to multiple PDF files at the same time, please choose **Batch Encrypt** in the **Protect** tab. After selecting the files you want to encrypt and specifying the desired options for the output, choose a template to apply the AIP encryption to the selected files.

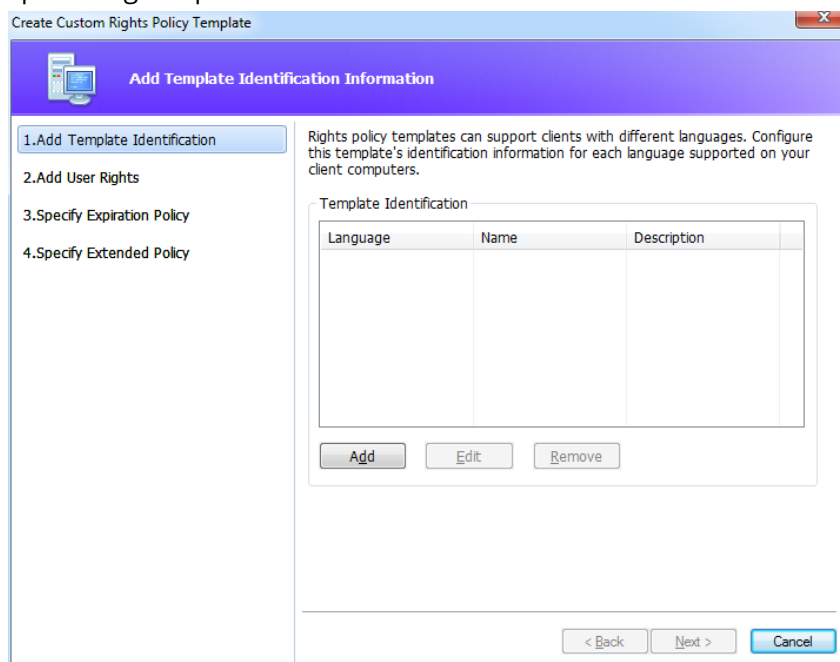
### Template creation and editing

To create a custom template, please see the following steps:

1. Choose **Protect > Settings > Custom Templates**.



2. Click **Create** to open the **Create Custom Rights Policy Template** dialog box. (If you want to edit the existing template, please click **Edit**.) Set the custom permission settings in the four steps during template creation.



To create a security watermark in the fourth step (Specify Extended Policy), please refer to

### [Security Watermark.](#)

## Security Watermark

### Creating a profile

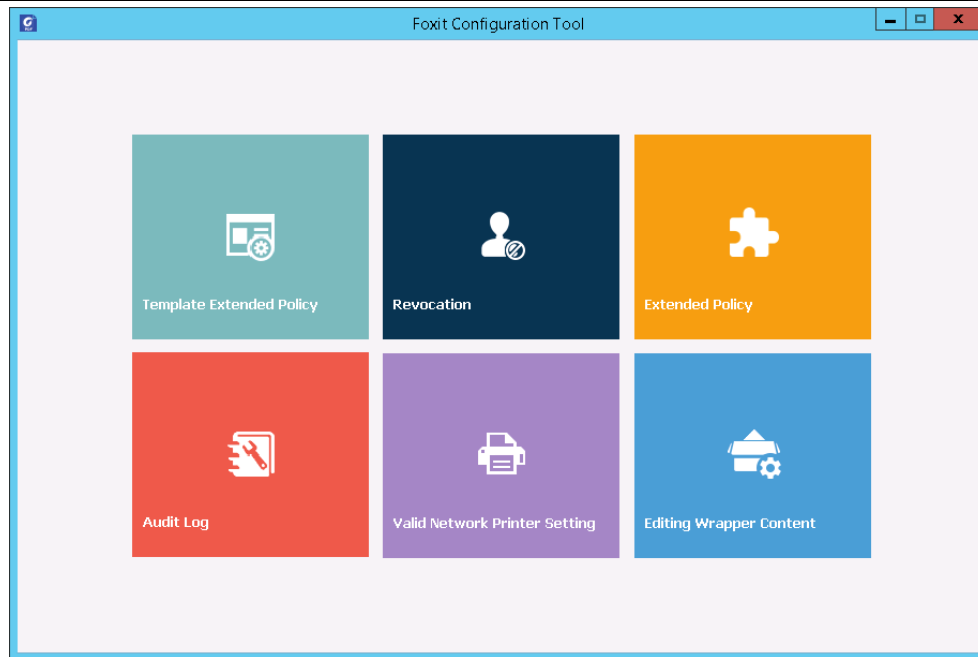
Before adding a watermark, you should create a profile first. You can only choose a profile and not a specific watermark to add when applying to a PDF in the same profile.

- Choose **Protect > Settings > Security Watermark.**
- Click **New Profile** to create a profile and name it.
- Fill in the watermark's content in the text box and set the font, size, color, underline, and alignment.  
*Note: you can only set text as watermarks.*
- Choose the Dynamic Text. When any PDF reader opens the file, the watermark will show the current document information dynamically. You can use multiple dynamic texts at the same time.
- Set the appearance by choosing the rotation degree and the opacity. You also have the option to make the scale relative to the target page.
- Set the vertical and horizontal distance between the target page and the watermark.
- Choose the page range to apply the watermark. You can select the different page range options by selecting from the subset list.
- Preview the watermark in the right pane.
- Click **OK** to finish.

## Foxit Configuration Tool

Foxit PhantomPDF AIP Protect feature provides a handy configuration tool for administrators to better modify the protection settings on an AIP server. Administrators can directly enable/disable each tool, edit the extended policy of official templates, dynamically revoke permissions, audit logs, set valid network printers, and customize wrapper files.

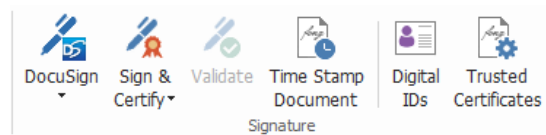




### Classify and protect PDFs with labels in AIP

With Foxit PhantomPDF, you can classify and protect documents with sensitivity labels configured by the administrator in your organization. To do this, open your document and choose **Protect > Sensitivity**, and then select a label to apply to the document.

### About signatures



### Digital IDs

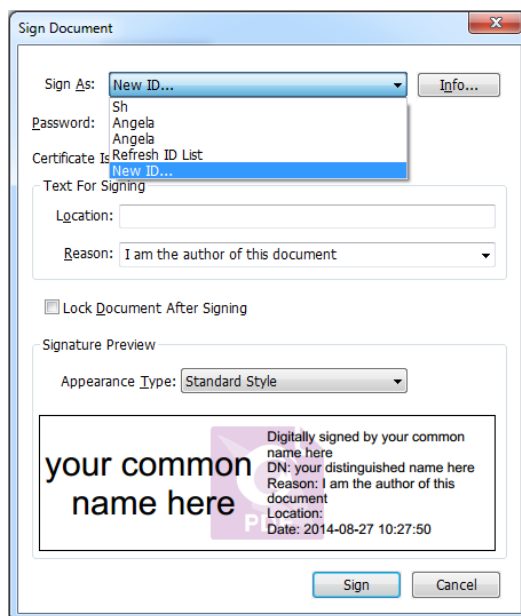
A digital ID contains two keys; one is a public key (certificate) that is used to encrypt or lock data, and the other is a private key that is used to decrypt or unlock data that is encrypted.

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 or validate your signature. 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.

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. For company-wide deployment, IT managers can also use the [SignITMgr tool](#) to configure which digital ID file is allowed to sign PDF files by users across an organization.

Foxit PhantomPDF enables you to create self-signed digital IDs in the following steps:

- Click **Sign & Certify > Place Signature** in the **Protect** ribbon, click and drag a signature area. In the Sign Document dialog box, select **New ID** to create a new one from the dropdown list from **Sign As**.



- Choose the location to store your self-signed digital ID.
- Enter your identity information when generating the self-signed certificate.
- Enter a file location and password for your new digital ID file.

### Signing documents

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.

- You can click **Sign & Certify > Place Signature** in the **Protect** tab to finish signing.

A PDF is signed to indicate your approval. The signature will not be resized and moved when you sign 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.

### 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.

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.

**Note:** By default, Foxit PhantomPDF will verify signatures when the document is opened, and will check the certificate revocation status while verifying signatures. To change the setting, please go to **File > Preferences > Signature**, and uncheck the corresponding options in **Signing & Verifications**.

### **Certifying a PDF (Available in Business 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.

### **Add a time stamp to digital signatures and documents**

Time stamps are used to specify the date and time you signed a document. A trusted time stamp proves that the contents of your PDFs existed at a point-in-time and have not changed since then. Foxit PhantomPDF allows you to add a trusted time stamp to digital signatures or documents.

Before adding a time stamp to digital signatures or documents, you need to configure a default time stamp server. Go to **File > Preferences > Time Stamp Servers**, and set a default time stamp server. You can then sign the document by placing the digital signature, or by clicking **Protect > Time Stamp Document** to add a time stamp signature to the document. You need to add the time stamp server into the trusted certificate list so the properties of digital signatures will display the date/time of the time stamp server when the document was signed.


To add a trusted time stamp server to the **Trusted Certificates** list, click **Timestamp Properties** in the lower left corner of the **Signature Properties** dialog box. In the pop-up **Timestamp Properties** box, click **Add to Trusted Certificates**. If a time stamp signature was added in the document, you can right-click the timestamp signature in the **Digital Signature** panel and choose **Show Signature Properties**. In the pop-up **Signature Properties** dialog box, click **Add to Trusted Certificates**.

### **Quick PDF Sign**

## Foxit PhantomPDF Quick Guide

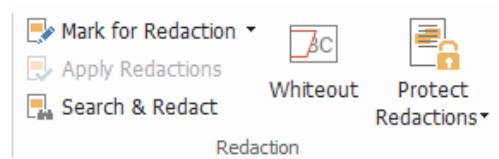
Quick PDF Sign enables you to create your self-signed signatures and add the signatures to the page directly. You don't need to create different signatures for different roles. With the commands in the **Sign** group under the **Fill & Sign** tab, create your own handwritten signature and sign the document.

To manage the created signatures, do the following:

In the **Sign** group under the **Fill & Sign** tab, click  on the lower right corner of the signature palette and choose **Manage Signature** from the drop down menu. In the **Manage Signature** dialog box, you can create, move and delete the created signatures, and set password for them.

### Redaction (Available in *Business Only*)

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 or graphics for redaction first, and then apply the redaction to the current page or multiple pages. Alternatively, you can use the **Whiteout** feature to remove the content permanently and replace it with white background with one click.



**Note:** Both the redaction and the whiteout operations are permanent and cannot be reversed. It is recommended that you save a backup copy of this document before you apply the redaction.

### Remove hidden information

Foxit PhantomPDF 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. In the **Protect** tab, 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, use **Sanitize Document**. To select and remove the hidden information you want to remove, choose **Remove Hidden Information**.

### Generate redacted and AIP-protected PDFs (*Business Only*)

Foxit PhantomPDF enables users to generate a redacted and AIP-protected PDF from an existing PDF. Authorized users are granted access to view the full document while unauthorized users are only able to view the redacted document, which allows for improved sharing of non-sensitive information within a protected document. To generate

a redacted and AIP-protected PDF, please do the following:

1. Mark the text for redaction.
2. Click **Protect > Protect Redactions**, log on your AIP server and then choose an AIP template to encrypt the document.

## ConnectedPDF

Foxit ConnectedPDF allows each PDF to carry an identity assigned by the ConnectedPDF cloud service, and tracks all the events on the PDF like creation, distribution, and modification. So no matter where the ConnectedPDF document goes, how many distributions and modifications done to it, the document owner can always track the document in real time and collaborate with the document viewers involved. Therefore, ConnectedPDF connects files, people, location, and systems together while ordinary PDF is separate and static.

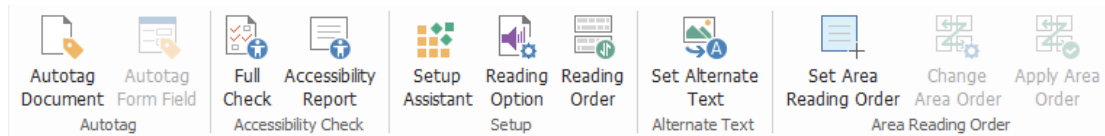
The **Connect** tab in Foxit PhantomPDF toolbar provides powerful and easy-to-use commands to create, protect, and track the access to Connected PDFs. You can also start and join a shared review on Connected PDFs based on cloud storage anytime anywhere. The detailed features include:

- Convert PDF to ConnectedPDF
- Convert other formats to ConnectedPDF when creating to PDF
- Configure open messages which appear when other users open a ConnectedPDF document (*Business* only)
- Clone a document (*Business* only)
- Enable document enforced tracking (*Business* only)
- Track any access to ConnectedPDF documents
- Show usage data in document homepage
- Register and upload a new version of ConnectedPDF document
- Send update notification when registering a new version (*Business* only)
- Share a file by generating a file link and sending it via email or to social media
- Online ConnectedPDF protection (*Business* only)
- Permission configuration
- Dynamically approve and revoke document permission
- Dynamically request document permission and response to the changes of document permission
- Connected shared review without having to set up a shared folder
- Document locator and request

For more information about ConnectedPDF, please refer to [ConnectedPDF User Manual](#).

# Accessibility

Foxit PhantomPDF provides accessibility features to give users with disabilities (such as visually impaired people) greater access to information and technology. With commands in the **Accessibility** tab in the ribbon and the panels related to accessibility in the navigation pane, you can check the accessibility of PDFs, fix accessibility issues, edit document structure, and set accessibility preferences to make PDFs and the setup more accessible.




*The Accessibility Tab in Business Edition*

- [Accessibility check and fixes](#)
- [Accessible reading and navigation](#)
- [Create accessible PDFs \(Business only\)](#)

## Accessibility check and fixes

Use the **Full Check** command to check whether a PDF is compliant with accessibility standards of Web Content Accessibility Guidelines (WCAG) 2.0. You can choose which kinds of accessibility items to check for and how to view the results. When the check is completed, the **Accessibility Check** panel automatically expands in the navigation pane to display the check results, then you can right-click an item and choose one of the options from the context menu to deal with the accessibility issues.

To view the accessibility report, you can click **Accessibility > Accessibility Report** , or directly click the **Accessibility Report** panel in the navigation pane. The report includes the name of the PDF document, **Summary** of the result, and **Detailed Report** for each checking option. **Detailed Report** clearly lists the rule name, status, and description for each checking option. You can click the links in the report to view the online Help on fixing accessibility issues.

## Accessible reading and navigation

Foxit PhantomPDF allows you to set accessibility preferences that control the document colors, document display and reading order, and provides keyboard shortcuts, which are good for visually impaired and motion-impaired users to better read and navigate PDFs with or without assistive software/hardware.

Use the **Setup Assistant** command and follow the onscreen instructions to set

accessibility preferences and the **Reading Option** command to change the reading settings for the current document like reading order and mode.

The reflow view allows users to read documents on a mobile device or even a screen magnifier without scrolling horizontally to read text by presenting pages as a single column that is the width of the document pane. To read PDF in reflow view, choose **Home > Reflow**, or choose **View > Reflow**.

### Create accessible PDFs (*Business only*)

Accessible PDF documents have content and elements including searchable text, alternate text descriptions for images/interactive form fields, reading order, and document tags, to enable people with disabilities to work on them with or without screen readers or other assistive software/hardware. Foxit PhantomPDF provides commands and panels to help make your PDF accessible by tagging PDFs and form fields, setting alternate text, editing tags, and more.

You can use the **Autotag Document** command and the **Autotag Form Field** command to quickly tag PDF documents and form fields. You can view the tags created in the **Tags** panel in the navigation pane.

To set alternate text for figures in your PDF, click **Set Alternate Text**. The alternative text of a figure can be displayed when you hover over your mouse over the figure to help you understand the figure better.

The **Reading Order** command helps you easily edit tags for PDFs. Click **Reading Order**, check **Show page content groups** and choose **Page content order/Structure types in the dialog box** in the **Touch Up Reading Order** dialog box, and you can see highlighted regions that are numbered or labeled with structure types in the document area. To edit tags, draw a rectangle in the page content or click the number of a highlighted region, and choose a tag type from the **Touch Up Reading Order** dialog box. You can change the reading order by moving tags in the **Order** panel or setting area reading order directly in the document pane. For the content reflow and tagging problems that cannot be fixed by the **Reading Order** command, the **Content** and **Tags** panels provide you with more options to handle them.

### Foxit PhantomPDF Online

Foxit PhantomPDF comes bundled with PhantomPDF Online, a cloud-based PDF editor which provides many of the same capabilities as the PhantomPDF product.

- PDF editor capabilities available through a web browser, so you have access everywhere, all the time.
- Bundled with PhantomPDF subscriptions.
- Bundled with PhantomPDF 1-time purchases for one year and customers who are

current on maintenance.

## **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 provided by Foxit and sign up an account 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](#).

## **Foxit Update Server**

Foxit Update Server is a separately orderable cloud-based service that provides IT the ability to better manage and automate the software upgrade process and to ensure users upgrade to the exact release that IT has tested, without having to access an external server.

- Automatically download updates from Foxit servers and make them available on a local network.
- Automatically approve updates for users to download, or restrict users to only download approved updates.
- Set times when all users, or specific users/groups, can download updates.
- Push updates to users, requiring them to install them.



## 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.

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