

# Foxit Reader Deployment and Configuration

For Windows



Gold Independent Software Vendor (ISV)

©Foxit Software Incorporated. All rights reserved.

Copyright © 2004-2020 Foxit Software Incorporated. All Rights Reserved.

No part of this document can be reproduced, transferred, distributed or stored in any format without the prior written permission of Foxit.

Anti-Grain Geometry – Version 2.4 Copyright (C) 2002-2004 Maxim Shemanarev (<u>http://www.antigrain.com</u>) Portions of this product Copyright [2001-2020] Solid Documents

Permission to copy, use, modify, sell and distribute this software is granted provided this copyright notice appears in all copies. This software is provided "as is" without express or implied warranty, and with no claim as to its suitability for any purpose

# Contents

Contents III
Introduction1
About the User Manual1
About Foxit Reader (MSI)1
Foxit Reader (MSI) Overview1
Installing Foxit Reader1
Deployment and Configuration9
Using Group Policy9
What is Group Policy?9
Personal Computer Setting9
GPO Deployment (for Server)11
GPO Items16
Using XML Editor21
Create a Configuration File with XML Editor21
Modify an Existing Configuration File with XML Editor
Using Foxit Customization Wizard23
Get started23
Personalization Options25
Installation options26
Features
Shortcuts
Files and Folders
Registry
Preferences
Plugins
Contact Us
CUII.act US

# Introduction

## About the User Manual

Welcome to Foxit Reader (MSI) -- your right choice to view and print PDF documents!

Foxit Reader (MSI) is developed on the basis of Foxit Reader (EXE), but it extends the usability and performance of viewing and editing of Foxit Reader (EXE). This User Manual introduces the deployment and configuration of Foxit Reader. Please follow the instructions below for details.

## About Foxit Reader (MSI)

#### Foxit Reader (MSI) Overview

Foxit Reader (MSI), hereafter referred to as Foxit Reader, is a PDF document viewer and printer. It launches quickly and is easy to install. Just run "Foxit Reader Setup.msi" and then follow the <u>installation guides</u> to complete installation.

Foxit Reader enables users to edit and secure reliable PDF documents quickly, easily and economically. In addition to the basic PDF viewing functions, Foxit Reader also includes various advanced features, such as RMS Protection, GPO Control, and XML Control.

#### **Installing Foxit Reader**

#### Windows System Requirements

Foxit Reader runs successfully on the following systems. If your computer does not meet these requirements, you may not be able to use Foxit Reader.

#### **Operating Systems**

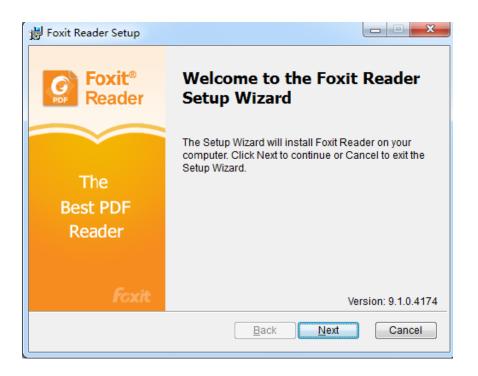
- Windows 7
- Windows 8
- Windows 10
- Verified as Citrix Ready® with Citrix XenApp® 7.13

#### Recommended Minimum Hardware for Better Performance

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

#### How to Install?

Double-click the installation file and you will see the Install Wizard pop up. Click Next to continue.



In order to install Foxit Reader on your system, you are required to accept the terms and conditions of Foxit's License Agreement. Please read the Agreement carefully and then check I accept the terms in the License Agreement to continue. If you cannot accept it, please click Cancel to exit the installation.

(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.

🕼 Foxit Reader Setup — 🗆 🗙	:
End-User License Agreement Please read the following license agreement carefully	
FOXIT SOFTWARE INC. LICENSE AGREEMENT FOR DESKTOP SOFTWARE APPLICATIONS	
IMPORTANT-READ CAREFULLY: This Foxit Software Inc. ("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	
✓ I accept the terms in the License Agreement ✓ Help improve user experience	
Print Back Next Cancel	

- Choose one of the setup types as needed:
  - A. **Typical** –installs all features by default but requires more disk space.
  - B. **Custom**—allows users to choose the features to be installed.

闄 Foxit Reader Set	up 🗉 🖻 🔀
Choose Setup Choose the s	etup type that best suits your needs
Typical	Install Foxit Reader with default settings. Requires the most disk space. Recommended for most users.
🔘 Custom	Allows users to choose which program features will be installed.
Install Foxit Re C:\Program Fi	eader to: les (x86)\Foxit Software\ Change
	Back Install Cancel

> For **Typical** setup, just click **Install**. For **Custom** setup, do the following:

A) Click **Browse** to change the installation directory of the PDF Viewer plug-in.

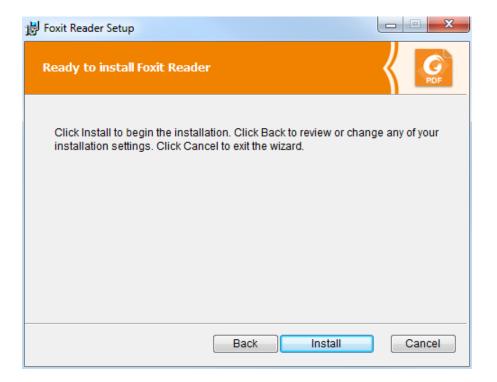
B) Click **Disk Usage** to check the disk space available for the selected features.

C) Check the options you want to install and click **Next** to continue.

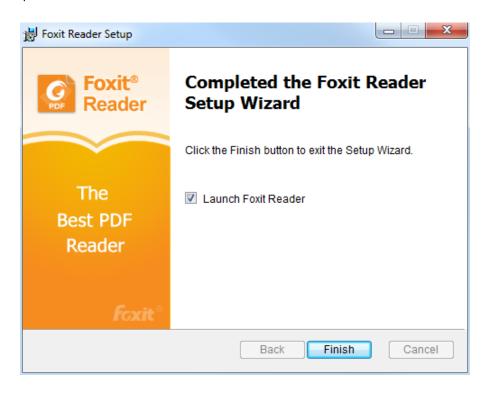
😸 Foxit Reader Setup				
Custom Setup Select the way you want features to be insta	alled.			
Click the icons in the tree below to change	the way features will be installed.			
PDF Viewer Shell Extensions	Foxit Reader is a small, fast, and rich feature PDF viewer which allows you to open, view, and print any PDF file. This feature requires 315MB on your hard drive. It has 4 of 4 subfeatures selected. The subfeatures require 43MB on your hard drive.			
Location: H:\Program Files (x86)\Foxit Software\Foxit Reader\ Browse				
Re <u>s</u> et Disk <u>U</u> sage	Back Next Cancel			

D) Select the additional tasks you would like to perform while installing Foxit Reader, click **Next** and then **Install** to begin the installation.

B Foxit Reader Setup	
Select Additional Tasks Which additional tasks should be performed?	<b>C</b> PDF
Select the additional tasks you would like Setup to perform while Foxit Reader, then click Next.	installing the
Create Desktop Icons.	
🕼 Create Foxit Reader icon in Start Menu	
Create Activation icon in Start Menu	
🔽 Create Uninstall icon in Start Menu	
Set Foxit Reader as the default PDF viewer.	
Show PDF files in IE browser	
Disable ConnectedPDF features	
Back Next	Cancel



Finally, a message will appear to inform you the successful installation. Click Finish to complete the installation.



#### **Command-line Installation**

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

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

For detailed information on msiexec.exe options, required parameters, and optional parameters, type "msiexec" on the command line or visit Microsoft TechNet help center.

#### Public Properties of the Foxit Reader MSI installation package.

Foxit Reader 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: <u>http://msdn.microsoft.com/en-gb/library/aa370905(VS.85).aspx</u>

The Foxit Reader properties are:

-----

ADDLOCAL st of features>The value of the ADDLOCAL property is a comma delimited list of features which the installation of Foxit Reader will make available locally. Foxit Reader installer defines the following features:

**FX\_PDFVIEWER** - Foxit PDF Viewer and its components;

**FX\_FIREFOXPLUGIN** - Plugin which is used for opening PDF files in Mozilla Firefox, Opera, Safari, and Chrome browsers. This feature requires FX\_PDFVIEWER feature to be installed.

**FX\_EALS** - Module which is used for displaying Eastern Asian Languages. Eastern Asian Languages can't be displayed properly without it. This feature requires FX\_PDFVIEWER feature to be installed.

**FX\_SPELLCHECK** - Spell check tool which is used for finding any misspelled words in typewriter or form filler mode and suggesting the correct spellings. This feature requires FX\_PDFVIEWER feature 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 feature to be installed.

**FX\_CONNECTEDPDF** - ConnectedPDF plugin which is used to create, share, protect, and track ConnectedPDF documents.

INSTALLLOCATION	Specifies the folder where products will be installed.
MAKEDEFAULT	Default value of "1", Foxit Reader will be set as default application for opening PDF files.
VIEW_IN_BROWSER	Default value of "1", Foxit Reader will be configured to open PDF files inside browsers.
DESKTOP_SHORTCUT	Default value of "1", installer will place a shortcut for the installed application on Desktop.
STARTMENU_SHORTCUT	Default value of "1", installer will create program menu group for installed application and its components.
LAUNCHCHECKDEFAULT	Default value of "1", Foxit Reader will check if the Reader is the default reader when it's launched.
CLEAN	Executes with the command /uninstall, removing all of Reader's registry data and related files with the value of "1". (Note: This is a command for uninstallation.)
AUTO_UPDATE	Do not download or install updates automatically with the value of "0"; Automatically download updates, but let users choose when to install them with the value of "1"; Automatically install updates with the value of "2".
REMOVENEWVERSION	Forces an installation to overwrite the higher version of Foxit Reader with the value of "1".
REMOVEGAREADER	Forces to uninstall Foxit Reader (Desktop Version).
CPDF_DISABLE	Disables the ConnectedPDF features by setting the value to "1".
NOTINSTALLUPDATE	Does not install updates by setting the value to "1". This will prevent Foxit Reader from being updated from within the software.
INTERNET_DISABLE	Disables all features that require Internet connection by setting the value to "1".
READ_MODE	Opens PDF file in Read Mode by default in web browsers by setting the value to "1".
DISABLE_UNINSTALL_SURVEY	Stops the Uninstall Survey after uninstallation by setting the value to "1".
KEYCODE	Activates the application by key code.

EMBEDDED_PDF_INOFFICE	With the value of "1", opens embedded PDF files in
	Microsoft Office with Foxit Reader if Acrobat and Foxit
	PhantomPDF is not installed.
ADVERTISE	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 Reader.msi" /quiet INSTALLLOCATION="C:\Program Files\ Foxit Software "

2. Install Foxit PDF Viewer only:

msiexec /i "Foxit Reader.msi" /quiet ADDLOCAL="FX\_PDFVIEWER"

3. Force an installation to overwrite the same or higher version of Foxit Reader:

msiexec /i "Foxit Reader.msi" REMOVENEWVERSION="1"

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

msiexec /x "Foxit Reader.msi" /quiet CLEAN="1"

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

msiexec /i "Foxit Reader.msi" ADDLOCAL=ALL, ADVERTISE="FX\_CONNECTEDPDF"

6. Activate the application by key code:

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

# **Deployment and Configuration**

# **Using Group Policy**

#### What is Group Policy?

Group Policy (GPO), a feature of the Microsoft <u>Windows NT</u> family of <u>operating systems</u>, is a set of rules that control the working environment of user accounts and computer accounts. It offers the centralized management and configuration of operating systems, applications, and users' settings in an <u>Active Directory</u> environment.

Group Policy can configure most system settings, save power by utilizing smart power settings, give individual users more control over their machines with administrator privileges and increase system security.

Group Policy in part controls what users can and cannot do on a certain program to accomplish the goal of central management of a group of applications. Users can configure Foxit Reader easily through Group Policy. Please refer to the instructions below for details.

#### Personal Computer Setting

Foxit Reader offers two types of group policy template: .adm and .admx. Different types are compatible with different operation systems, but have the same settings. The template of .adm file type is compatible with Windows XP and later, while .admx is compatible with Server 2008, Server 2012, Windows 7 and later.

#### Set Template Preference

For .adm file, follow the steps as below:

- Please click **Start** > **Run** or use the shortcut key Windows + R and type gpedit.msc to open **Local Group Policy Editor**.
- Right-click the management template and choose **Add/Remove Templates** in the context menu. In the opened dialogue box, add the group policy template of Foxit Reader (Foxit Reader.adm). The Foxit Reader template will appear in the left navigation pane and you can set its template preferences.

J Local Group Policy Editor			23
File Action View Help			
🗢 🄿 🔁 📰 😖 🛛 🖬 🛛 🍸			
Local Computer Policy A Policy A Policy	📋 Foxit Reader 9.0	_	
Software Settings	Select an item to view its description.	Setting	
Vindows Settings		Plugins	
All Administrative Templates		Preferences Ribbon	
▷ Control Panel ▷ Panel ▷ Network		Ribbon	
Printers		ConnectedPDF	
⊳ 📫 System			
Windows Components			
Classic Administrative Templates (ADM)			
Foxit Reader 9.0			
Plugins			
⊳ 📔 Ribbon			
⊳ 🧰 RMS			
ConnectedPDF			
Call Settings			
<ul> <li>Iser Configuration</li> <li>Software Settings</li> </ul>			
Software Settings Windows Settings			
Administrative Templates		•	•
	Extended Standard	•	-

For .admx file, put the .admx file in C:\Windows\PolicyDefinitions and do the setting. The .admx file should be used in combination with an .adml file. And the .adml file should be put in C:\Windows\PolicyDefinitions\language. For example, if in the English OS, the .adml file should be put in C:\Windows\PolicyDefinitions\en\_us.

See **Set Plugins** as an example for other options are configured in the same fashion.

- Choose Foxit Reader 9.0 > Plugins.
- Double-click **Remove Plugins** to open the dialog box.
  - Select Enabled, check the submenus to be removed in the Options, and click OK or Apply. The corresponding submenu items will then be removed from Foxit Reader.

**Note**: If you select all the submenus in the **Options** and confirm the configuration, all of the submenus will be removed.

If you select **Disabled** or **Not Configured**, no changes will be applied to Foxit Reader.

Local Group Policy Editor			🕵 Remove Plugins				- C -X-
File Action View Help			Remove Plugins			Previous Setting	
Local Computer Policy	📋 Plugins		○ Not <u>Configured</u>	Comment:			A
Computer Configuration     Software Settings	Remove Plugins	Setting	C Enabled				
Windows Settings		E Remove Specific Plugins	<u>D</u> isabled				-
a 🚞 Administrative Templates	Edit policy setting	🔝 Remove Plugins	Usabled	Supported on:	Microsoft Wind	lowr 7 or later	
Control Panel     Metwork	Requirements: Microsoft Windows 7 or later				WINCTOSOTE WING	Joins / Of later	
Printers							
System	Description: Enable this option to remove selected		Options:			Help:	
<ul> <li>Windows Components</li> <li>Classic Administrative Templates (ADM)</li> </ul>	plugins.		Updater		A	Enable this option to remove selected plugins.	
<ul> <li>Classic Administrative remplates (ADW)</li> <li>Foxit Reader 9.0</li> </ul>							
Plugins			LicenseManager				
Preferences			Speech				
⊳ Cibbon ⊳ Cibbon ⇒ RMS			FRMSPIgV2				
ConnectedPDF			SharePoint		=		
Carl All Settings			DocuSign				
Software Settings			CommentsSummar				
Windows Settings				ry			
Administrative Templates			DropboxPlugin				
			EpubViewer				
			FoxitAccountMana	agement			
			OneDrivePlugin				
					Ψ.		*
	Extended Standard					OK Cancel	Apply
2 setting(s)						OK Cancer	

**Note:** Group Policy setting includes computer configuration and user configuration. Computer configuration takes precedence over user configuration. The application will use the computer configuration if both the computer and user configure a specific function at the same time. Foxit Reader will retain all your configuration settings when you upgrade it to a new version.

#### GPO Deployment (for Server)

#### Create GPO Management

- If you already have an Active Directory domain and organizational unit configured, please skip to "Apply the Foxit Template" section.
- Choose Start > Administration Tools > open "Active Directory Users and Computers" > right-click the field "wx.com" > choose New > Organization Unit in the right-click menu.

Active Directory Users and Computers			-OX
File Action View Help			
🗢 🔿 🙍 🖬 📋 🔯 😣 👔	🖬 🙁 🐮 🝸 🔟 '	<sup>C</sup> BB	
Active Directory Users and Comput Saved Queries Delegate Control Find Change Domain Controller Raise domain functional level	in Totrs Controllers SecurityPrincipals ed Service Accounts	Type builtinDomain Container Organizational Unit Container Organizational Unit Organizational Unit	Description Default container for upgr Default container for dom Default container for secu Default container for man
Operations Masters New All Tasks View Refresh Export List Properties	Computer Contact Group InetOrgPerson msImaging-PSPs MSMQ Queue Alias Organizational Unit Printer	Organizational Unit Organizational Unit Container	Default container for upgr
Help	User Shared Folder		
Creates a new item in this container.			

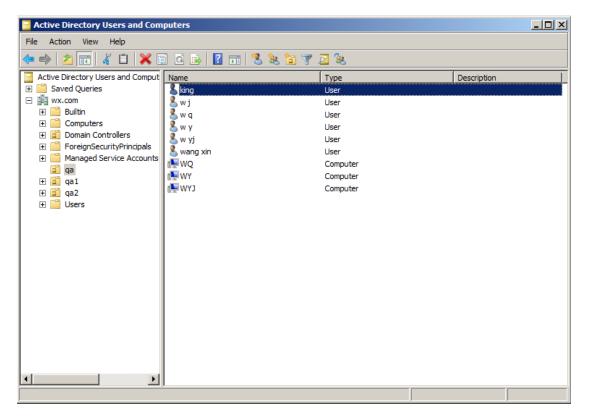
• In the opened **New Object-Organization Unit** dialogue box, type the unit name (For this example, we have named the unit "qa") and click **OK**.

Active Directory Users a	nd Computers			
File Action View Help				
🗢 🔿 🖄 🚾 🗎 🗎	0 🗟 🚺 🖬 🖏 🐮 💎 .	2 &		
Active Directory Users and	Comput Name	Туре		Description
🕀 🚞 Saved Queries	🔛 Builtin	builtinDomain		
🛨 🏥 wx.com	Computers	Container		Default container for upgr
	New Object - Organizational Unit	<ul> <li>A 10 B</li> </ul>	×	Default container for dom
	New Object - Organizational Onic			Default container for secu
				Default container for man
	Create in: wx.com/			
	Name:			Default container for upgr
	qa			
	Protect container from accidental deleteration	etion		
	C	OK Cancel He	elp	
•				

• Right click the created organization unit "qa" and choose **New** > **User** in the right-click menu.

📴 Active Directory Users and Computers - 🗆 × File Action View Help 🗢 🔿 📶 🖌 🗉 🗙 🗐 🤉 🗟 🖬 🧏 🐮 🔻 🗾 🎘 Active Directory Users and Comput Type Description New Object - User × 🖃 👬 wx.com 🕀 🚞 Builtin 🛨 🧮 Computers 2 Create in: wx.com/qa 표 🚞 Managed Service Accounts king 📑 qa First name: Initials: 🕀 🛅 qa1 Last name: 🕀 🧾 qa2 🕀 📔 Users Full name: king User logon name: king @wx.com • User logon name (pre-Windows 2000): WX\ king Next > Cancel  $\mathbf{F}$ 4

For this example, we have named the user "King".



 Click Start > Programs > Administration Tools > open the Group Policy Management Console and right-click the created organization unit "qa" and choose Create a GPO in this domain, and Link it here.

🔜 Group Policy Mai	nagement		
📑 File Action Vi	ew Window Help		
🗢 🔿 🛛 🔂	🗎 🔀 🗐 🧕 🗐 📷		
Group Policy Mana A Forest: wx.col Domains F # wx.col	ngement m omain Controllers Create a GPO in this domain, and	qa         Linked Group F         Link Or         Link it here	
Create a GPO in this do	main and link it to this container		

If you cannot find the Group Policy Management in Administration Tools, please install the application package GPMC.MSI. You can download the package by clicking the link <u>http://www.microsoft.com/en-us/download/details.aspx?id=21895</u>.

#### Apply the Foxit Template

Foxit Reader Setup.msi		A DNS
-	.e?>>	Event Viewer
Group Policy Management	. Chan	🔜 Group Policy Management
Active Directory Users and	∖∖≱≡∣	🌏 iSCSI Initiator
Computers		Local Security Policy
Foxit Reader 5.1	admin	N Performance Monitor
		Security Configuration Wizard
Internet Explorer	Documents	Server Manager
	Computer	Services
Command Prompt	Computer	Share and Storage Management
	Network	Storage Explorer
Notepad Notepad		System Configuration
Active Directory Domains and	Control Panel	Task Scheduler
Trusts	Devices and Printers	Windows Firewall with Advanced Security Windows Memory Diagnostic
iSCSI Initiator	Devices and Printers	Windows Memory Diagnostic     Windows PowerShell Modules
SCSI Initiator	Administrative Tools	Windows Server Backup
OC Microsoft Outlook 2010		Windows Server Backup
	Help and Support	
Local Security Policy	Run	
	Num	
All Programs		
Search programs and files	Shut down 🕨	

• Type the GPO name in the **New GPO** dialogue box and click **OK**.

New GPO	×
Name:	
reader	
Source Starter GPO:	
(none)	•
	OK Cancel

• Right-click the new GPO and choose **Edit** in the right-click menu to open **Group Policy Editor**.

E Group Policy Management						
File Action View Window Help					_	Ð×
🗢 🔿 🖄 🖬 📋 💥 🗐 🧟 📝 🖬						
Group Policy Management Forest: wx.com Domains Composition Group Policy Mode Group Policy Resul Group Policy Resul Foresh Help	qa Linked → →	d Group Policy Object	ts Group Policy Inheritanc	ion   Link Enabled Yes	GPO Status Enabled	WI No

 Right-click the Template Management and choose Add/Remove Templates to add Foxit Reader.adm. Please refer to <u>Set Template Preference</u>.

File Action View Help		
🕨 🔿 🔁 📑 😼 🖬 🐨 🝸		
Image: System       > Ocal Computer Policy         Image: System       > Ocaputer Configuration         Image: System       > Ocaputer Settings         Image: Software Settings       > Ocaputer Settings         Image: Ocaputer Settings       > Ocaputer Settings	Select an item to view its description.	es Setting Control Panel Desktop Network Shared Folders Start Menu and Taskbar System Windows Components Clasic Administrative Templates (ADM) All Settings
Help	Extended / Standard /	•

• For configuring options, please refer to Example: <u>Set Plugins</u>.

#### **GPO** Items

The following table shows the deployable options and their functions in GPO to speed up

your working process.

Folder Path	ltem	Description
Foxit Reader >	Remove Specific	Input the plugin name which needs to be
Plugins	Plugins	removed.
		Only applications with .fpi extensions can
		be removed from Foxit Reader.
	Remove Plugins	Remove selected plugins.
Foxit Reader >	ltself	Specify whether to enable all the features
Preferences >		which require an Internet connection. This
Features which		will change the corresponding setting in
require		Preferences > General.
internet	Subltem	Specify the features that allow Internet
connection		connection. The specified features will be
		allowed to access the Internet even
		though you have disabled all features
		which require an Internet connection.
Foxit Reader >	'About Foxit	Set the new contents in 'About Foxit
Preferences	Reader' Dialog	Reader' dialog.
Foxit Reader >	Advertisement	Change the settings of advertisement in
Preferences		right corner of the tab bar.
Foxit Reader >	Application	Change the application language settings.
Preferences	Language	This will change the setting item in
		Preferences > Languages.
Foxit Reader >	Change high DPI	Enable this option to change the high DPI
Preferences	settings	settings for Foxit Reader.
Foxit Reader >	Change The Link	Enable this option to change the link of
Preferences	For User Manual	User Manual to the local link you want.
Foxit Reader >	Default PDF	Set Foxit Reader as the default PDF viewer
Preferences	Viewer	for 'System PDF Viewer' and 'Web Browser
		PDF Viewer'.
Foxit Reader >	Disable default	Enable this option to disable the ability to
Preferences	PDF viewer	change the specified default handler (PDF
	switching	viewer).
Foxit Reader >	Disable editing	Enable this option to disable and lock the
Preferences	Manage Sites	end user's ability to specify the default
		behavior for accessing the Internet from
		PDFs.
Foxit Reader >	Disable	Enable this option to disable and lock end
Preferences	Privileged	user's ability to add files, folders, and

### Items in GPO Template

	Locations	hosts as privileged locations.
Foxit Reader > Preferences	Disable Security Warning	Enable this option to disable the security warning when Foxit Reader is launched by a third-party application without a valid digital signature.
Foxit Reader > Preferences	Disable the Automatically Update	Enable this option to disable the Automatically Update.
Foxit Reader > Preferences	Do not use QuickTime Player for multimedia items	Enable this option to disable using QuickTime Player for multimedia items.
Foxit Reader > Preferences	Enable creating self-signed digital IDs	Disable this option to forbid the end-user to select "Create a new Digital ID" option in "Add ID" workflows.
Foxit Reader > Preferences	Enable Safe Reading Mode	Change the settings of Safe Reading Mode.
Foxit Reader > Preferences	Filter Comments by the original author only	Enable this option to filter comments made by the original author only. Disable this option to filter comments made by all participants. This will change the corresponding setting in <b>Comment</b> > <b>Filter</b> window.
Foxit Reader > Preferences	Forbid Checking of Default PDF Viewer	Hide the 'Set to Default PDF Reader' dialog when Foxit Reader isn't the default PDF viewer.
Foxit Reader > Preferences	Lock Read Mode in web browsers	Change the Read Mode setting in web browsers. This will change the corresponding setting in <b>Preferences</b> > <b>Documents</b> > <b>Open Settings</b> .
Foxit Reader > Preferences	Lock the Auto-Complete in Form Filling	Enable this option to lock the Auto-Complete feature and disable the corresponding setting in <b>Preferences</b> > <b>Forms</b> .
Foxit Reader > Preferences	Multiple Instances	Enable this option to allow multiple instances. This will change the corresponding setting in <b>Preferences</b> > <b>Documents</b> .

Foxit Reader > Preferences Foxit Reader > Preferences	Notification Messages Program Name	<ul> <li>Enable this option and choose how to deal with the different notification messages. If you unchecked all the options, the notification messages will never be shown. This will change the corresponding setting in <b>Preferences</b> &gt; <b>General</b>.</li> <li>Change the program's name. The default is 'Foxit Reader'.</li> </ul>
Foxit Reader > Preferences	Protected View	Enable this option to turn on protected view in order to protect your computers from being harmed by files originated from potentially unsafe locations. This will change the setting in <b>Preferences</b> > <b>Security</b> > <b>Protected View</b> .
Foxit Reader > Preferences	Require password to use signatures	Enable this option to require users to set a password for the signature while creating a new signature. This will change the setting of 'Require password to use this signature' in PDF Sign > Create Signature > Options.
Foxit Reader >	Remove	Forbid 'Registration' dialog and remove
Preferences	'Registration' Share the PDF	'Registration' item from 'Help' tab.
Foxit Reader > Preferences	file that caused crash	Enable this option to always share the PDF file that caused crash. This will change the corresponding setting of 'Share the PDF file that caused this crash' option in Crash Report.
Foxit Reader > Preferences	Show Start Page	Change the settings of Start Page.
Foxit Reader > Preferences	Show TELL ME WHAT YOU WANT TO DO	Enable this option to show "TELL ME WHAT YOU WANT TO DO" searching field in the application window.
Foxit Reader > Preferences	Status Bar	Change the settings of Status Bar.
Foxit Reader > Preferences	Trusted Applications	Enable this option and input the name of the trusted application in the list. The listed application will be adding in the Trusted Apps in <b>Preferences</b> > <b>Trust</b> <b>Manager</b> settings.

Foxit Reader > Preferences	Use GDI+ Output for all types of printers	Enable this option to use GDI+ output for PS driver printers (excluding PCL driver printer). This will change the corresponding setting in <b>Preferences</b> > <b>Print</b> .
Foxit Reader > Preferences	User Experience Improvement	Change the settings for anonymous data collection. This will change the corresponding setting in <b>Preferences</b> > <b>General.</b>
Foxit Reader > Ribbon		Hide the selected button items in Ribbon Mode.
Foxit Reader > RMS > Preferences	Add 'protected' to the name of encrypted files	Append "(protected)" to the end of the file name of encrypted files.
Foxit Reader > RMS > Preferences	Encrypt Metadata	Encrypt document metadata. This disables the setting in 'Preferences > RMS Setting'.
Foxit Reader > RMS > Preferences	Microsoft IRM Protection	Enable this option to choose Microsoft IRM Protection Version for document encryption. If not defined, Microsoft IRM Protection Version 2 (PPDF) is used.
Foxit Reader > RMS > Preferences	RMS Interoperability	If you enable this option, all the encrypted PDFs will conform to Microsoft IRM Protection for PDF Specification and hence be able to be decrypted by other RMS Viewer.
Foxit Reader > RMS > Preferences	Save As	Turn on the Save As feature for RMS protected files.
Foxit Reader > Admin Console	Disable ConnectedPDF features	Enable this setting to disable all ConnectedPDF features.
Foxit Reader > Admin Console	Admin Console server	Set the default Admin Console server. The end users can use this server URL to connect to their enterprise Admin Console server.
Foxit Reader > Admin Console	Update server	Set the path of update server.
Foxit Reader > Admin Console > Preferences	Disable "Automatically save PDF files in ConnectedPDF	Enable this option to forbid the application automatically save PDF files in ConnectedPDF format.

format (including	
those created	
from plugins)	
only when	
signed in"	

### Using XML Editor

The XML Editor helps IT professionals configure the Foxit installer prior to organizational-wide deployment. It supports both Foxit Reader and Foxit PhantomPDF on Microsoft Windows.

With the XML Editor, you can configure the XML settings either by modifying the existing XML configuration file or create a new one. XML configuration takes precedence over GPO configuration. If you have configured a specific function with XML Editor, GPO, and Customization Wizard at the same time, the configuration with XML Editor will be prevailed and applied in your application. When you upgrade the application to a new version, your configurations will be retained.

#### Create a Configuration File with XML Editor

- Go to <u>Foxit Knowledge Base</u> to download the corresponding version of XML Editor based on the version of Foxit Reader/PhantomPDF used.
- Double-click the executable file to open the XML Editor.
- Click **Interface** to choose the Foxit product that you want to configure, and confirm your operation to restart XML Editor and apply the interface changes.
- Input the version of Foxit product that you want to configure in the Version of Foxit Reader (or Version of Foxit PhantomPDF) box.

Tip: The version number should be in three digits such as 10.x.x.

- To customize application preferences, please go to the **Preferences** tab. For more information, please refer to "<u>Preferences</u>" options.
- To hide tabs or buttons from the application interface, please go to the Ribbon Set tab. In the Ribbon Set tab, options are categorized by groups that are collapsed by default. You can easily find each tab and context tab based on the name in the Ribbon Options list. For commands and buttons in the Quick Access Toolbar or Ribbon area, you can find them in the TabElements group. To hide a tab or button

from the application interface, please follow the steps below:

- ➢ If necessary, click the plus sign ⊕ to expand the group and show its button options.
- To hide specific buttons, check the button options directly. If you want to hide a tab or a group of buttons, check the box beside the tab name or group name directly, and then all the buttons under the tab or group will be checked automatically.
- To hide plugins (in .fpi format only) from Foxit Reader or Foxit PhantomPDF, please go to the **Plugins** tab. The plugins that are frequently used are displayed in the **Plugin** List. Check the options directly to hide corresponding plugins from the application.

If you cannot find the plugin in the list, do the following in the **Plugin Edit** group to add it to the list from your installation directory.

- Click Browse to select the plugin file (.fpi file) from your installation directory.
   Tip: By default, the plugin files are saved in "<Local Disk>\Program Files (x86)\Foxit Software\<Product Name>\plugins".
- Click Add to add the selected plugin file to the Plugin List. If you need to delete the added plugin from the list, please select it and click Delete.
- Click Export to generate the configuration file. When saving the configuration file, you should name it as "ProfStore.xml", and place it in "<Local Disk>\Program Files (x86)\Foxit Software\<Product Name>\ProfStore". Or you can use Foxit Customization Wizard to customize the installer to include the generated configuration file, and then distribute it across your organization. For more information, please refer to "Generate transform MST files via Customization Wizard".

Tips:

- 1. If you cannot find the "ProfStore" folder in the installation directory, please create it manually.
- 2. If Foxit Reader/PhantomPDF has already been launched on the client, a restart is required to apply the configurations.
- 3. For Foxit Reader (MSI package in English/multi-language version and EXE package in multi-language version), you will find the pre-generated XML configuration file ("ProfStore.xml") in the installation directory. To apply the new configurations, please replace the pre-generated XML configuration file with the new one you have generated. Or you can also choose to modify the pre-generated XML configurations.

#### Modify an Existing Configuration File with XML Editor

To configure settings based on an existing XML configuration file, please do the following:

- Open the XML Editor.
- Click **Interface** to choose the Foxit product that you want to configure, and confirm your operation to restart XML Editor and apply the interface changes.
- Click **Import** to import the existing XML configuration file.

Tip: To ensure successful configuration, the XML file you import should be compatible with the version of Foxit Reader or Foxit PhantomPDF that is currently used. If not, you should change the version number in the **Version of <product name>** box (the version number should be 10.x.x).

- Configure the settings as desired. For more information, please refer to "<u>Create a</u> <u>Configuration File with XML Editor</u>".
- Click **Save** to save the modified XML configuration file. Tip: Please make sure that you have saved the modified XML configuration file in the installation directory. Otherwise, the application may fail to read and apply the new configurations.
- If you have launched Foxit Reader or PhantomPDF, restart your application to apply the settings.

For enterprise-wide distribution, use Foxit Customization Wizard to customize the installer to include the modified configuration file, and then distribute it across your organization. For more information, please refer to "Generate transform MST files via Customization Wizard".

## Using Foxit Customization Wizard

You can use Foxit Customization Wizard to customize Foxit products (Foxit PhantomPDF and Foxit Reader) prior to deployment for organizations or businesses. You can use it to modify an existing MSI package, and save your modification as a transform file (.mst). For example, you can license the product on a volume scale with the Foxit Customization Wizard to prevent the need to register and personalize each copy of the installation. Foxit PhantomPDF/Reader will retain all your configuration settings when you upgrade it to a new version.

#### Get started

This section provides the basic instructions on how to use Foxit Customization Wizard.

And then the sections that follow mainly deal with detailed options for the installer configuration. Some certain options which are specific to PhantomPDF are not available for Reader.

Before using Foxit Customization Wizard, go to <u>Foxit Knowledge Base</u> to download the corresponding version of Foxit Customization Wizard (an EXE file) based on the version of Foxit Reader/Foxit PhantomPDF. Then you can directly double-click it to run it.

*Note*: Foxit Customization Wizard supports Foxit PhantomPDF & Reader 9.2 and newer versions. In addition, Foxit Customization Wizard is a new tool provided along with Foxit PhantomPDF & Reader 9.6, so some options are not available for Foxit PhantomPDF & Reader from 9.2 to 9.5 versions.

#### Workspace basics

Foxit Customization Wizard provides an intuitive user interface with the following elements:

- > The top menu provides key commands.
- In the left part of the Wizard window is a navigation bar with configuration panels you use to customize the installer, including the **Personalization Options** panel, the **Installation Options** panel, the **Features** panel, and more.
- On the right of the navigation bar is the main work area where you can modify corresponding settings with each configuration panel.

A	ВС	
<ul> <li>Fo it Customization Wizard</li> <li>MSI</li> </ul>	b B	× () ()
<ul> <li>Personalization Options</li> <li>Installation Options</li> <li>Features</li> <li>Shortcuts</li> <li>Files and Folders</li> <li>Registry</li> <li>Preferences</li> <li>Ribbon Set</li> <li>Plugins</li> </ul>	Personalization Options Change Install Location Add License Key File Add Code Replace ProfStore.xml	Browse

A. The navigation bar

B. The top menu

C. The main work area

#### Customize the PhantomPDF/Reader installer

To configure the installer with the Foxit Customization Wizard, please follow the steps below:

1. After opening the Wizard, you can see only one panel in the navigation bar — the

Welcome panel, which offers you an overview of the Foxit Customization Wizard.

- 2. Click the **Open** icon in the top menu to open an MSI package (the installer file) you want to customize. Then the configuration panels appear in the navigation bar while the **Welcome** panel disappears.
- 3. Choose configuration panels to specify settings as needed.
- 4. After completing all settings, choose the **Save** icon in the top menu to save the customized result. The customized package will be saved as an MST file (a transform file). (**Note**: You cannot overwrite the original MSI package you've opened.)
- 5. Specify the name and location for the transform file in the pop-up dialog box, and click **Save**.

#### Deploy the modified installer

After customization, you will get the following files for deployment.

- The original MSI package.
- The customized MST file.
- If you added some files into the MSI package, there will be an fct.cab cabinet file.

The MST file and the fct.cab file should be put into the same folder as the original MSI package when deploying. You can use the following command to apply the MST file during deployment:

msiexec /i Setup.msi TRANSFORMS=xxx.mst

#### Personalization Options

#### Change Installation Location

You can change the default install location. By default, the install location is "[ProgramFolder]\Foxit Software\Foxit Reader" or "[ProgramFolder]\Foxit Software\Foxit PhantomPDF". To change the installation directory of PhantomPDF/Reader, click **Browse** and choose a folder or type the folder path.

#### Add License Key File

You can add your activation key file to the package, it will be installed along with the package when you deploy. Click **Browse** to add a license key file, which will be located in the installation directory for installer activation. As the installation completes, the installer is activated successfully. The file will be kept after uninstallation or upgrading.

*Note*: If you added the key file and saved the customization as an MST file, the Wizard will generate an fct.cab file. When deploying the installer, you should put the fct.cab in the same folder as the original MSI package.

#### Add Code

Input the valid activation code, which activates the installer successfully after installation.

#### Replace ProfStore.xml

ProfStore.xml is a customization file through which you can deploy settings to the installer. Take Foxit PhantomPDF for example. You can add a ProfStore.xml or replace the existing one in the installation directory "[ProgramFolder]\Foxit Software\Foxit PhantomPDF\profstore\". Click **Browse** and choose the desired XML file. The ProfStore.xml file will be kept after an upgrade or a clean install, but will be removed after uninstallation.

#### Installation options

In this panel, you can change the default application language, install location, and other common installation settings.

#### Application Language

The language setting is only available for a multilingual installer that provides multiple language options.

- > Use OS language: Installs the installer in the system language.
- Choose custom language: Chooses a desired language from the drop-down list. English is selected by default.

#### **Pre-Setting**

These options are the same as those in the MSI installer. You can change them before deployment.

Set as the default PDF viewer: Sets Foxit PhantomPDF/Reader as the default PDF viewer. This option is selected by default.

- (PhantomPDF only) Install as the default system printer: Sets Foxit PhantomPDF as the default system printer.
- Show PDF files in IE browsers: Sets Foxit PhantomPDF/Reader as the default PDF viewer in web browsers. This option is selected by default.
- Disable Auto Update: If selected, the Do not download or install updates automatically option in File > Preferences > Updater will be selected as well after installation and a manual installer update is required.
- (For Foxit PhantomPDF) Use Foxit PhantomPDF to open embedded Acrobat files and embedded Foxit Reader files in Microsoft Office: Sets Foxit PhantomPDF as the default PDF viewer in Microsoft Office for opening embedded Acrobat files and Foxit Reader PDF files.

(For Foxit Reader) Use Foxit Reader to open embedded Acrobat files and embedded Foxit PhantomPDF files in Microsoft Office: Sets Foxit Reader as the default PDF viewer in Microsoft Office for opening embedded Acrobat files and Foxit PhantomPDF PDF files.

- Use GDI+ Output for all types of printer: Specifies whether to use GDI + output or not for PS driver printers (excluding PCL driver printer) during printing.
- (PhantomPDF only) Edition: Specifies an edition to install Foxit PhantomPDF, including *Standard* and *Business*.

#### Server Address

This setting is to configure the server addresses for Foxit Admin Console and Foxit Update Server on clients.

#### Notes:

- 1. With an on-premise Foxit Admin Console/Foxit Update Server deployed in your organization, you can specify any domain suffix you want, such as "-xxx.company.com" or ".company.com". And then the corresponding full domain (i.e. the URL you use to open Foxit Admin Console/Foxit Update Server in the web browser) will be "https://adminconsole-xxx.company.com" or "https://adminconsole.company.com", while the server addresses (Server URL) to be filled in during the configuration on clients will be based on what you have deployed.
  - With Foxit Admin Console deployed, you need to configure the server addresses for both Admin Console and Foxit Update Server. And the server address for both Admin Console and Foxit Update Server can be "https://pheecws-xxx.company.com" or "https://pheecws.company.com".
  - With only Foxit Update Server deployed, you only need to configure the server address for Foxit Update Server. And the server address for it can be "https://adminconsole-xxx.company.com" or "https://adminconsole.company.com".

2. With a single-tenant Foxit Admin Console deployed, you only need to configure the server address for the Admin Console. And the server URL for it will be "https://pheecws-xxx.foxitsoftware.com".

#### Features

Specify which features are installed by default. This setting is identical to the options in the MSI package user interface, which are presented when users install Foxit PhantomPDF/Reader manually. To customize the installation of a specific feature, click the feature icon and choose an option from the drop-down menu.

Will be installed on local hard drive: The selected feature will be installed.

**Entire feature will be installed on local hard drive**: The selected feature and all its child features will be installed.

**Entire feature will be unavailable**: The selected feature and all its child features will not be installed.

**Reset selected feature**: Revert to the default installation settings for the selected feature and all its child features.

	PDF Viewer			
	·□▼ B	rowser Plug-in		
		Will be installed on local hard drive		
	•	Entire feature will be installed on local hard drive		
	×	Entire feature will be unavailable		
-0-		Reset selected feature		
	FOXIC PD	F 1Hiter		
	Print to Evernote			
	Foxit Updater			

#### Shortcuts

Choose whether to create shortcuts to Foxit PhantomPDF/Reader on the Windows **Start** menu and on the desktop.

#### **Files and Folders**

Files and Folders lists the files to be installed, and you can add files which will be installed with the package. You can also remove or replace the files. In the main work area you can see two panes. The left pane contains two tabs: **Modify** and **Summary**. The **Modify** tab

shows the directory tree for the installation folders to be installed; the **Summary** tab lists all the changes you made to the files. In the **Modify** tab, choose a folder in the left pane, and the files in the selected folder will be shown in the right pane. You can add, remove, and replace files from the right pane.

#### Add a file

- 1. Choose the **Modify** tab.
- 2. In the left pane, select the folder where you want to add a file.
- 3. Right-click anywhere in the right pane and choose Add.
- 4. Locate the file you want to add in the pop-up dialog box, and click **Open** to add the file to the folder.

#### Note:

- 1. When selecting the file, you can use the SHIFT and CTRL keys to select multiple files at one time.
- 2. Files added will be put into the fct.cab file. When deploying, you should put the fct.cab in the same folder with the MSI package.

#### Remove a file

- 1. Choose the **Modify** tab.
- 2. In the left pane, select the folder where you want to remove a file.
- 3. In the right pane, right-click the file you want to remove and choose **Remove**.

#### Replace a file

- 1. Choose the **Modify** tab.
- 2. In the left pane, select the folder where you want to replace a file.
- 3. In the right pane, right-click the file you want to replace and choose **Replace**.
- 4. Locate the replacement file in the pop-up dialog box and click **Open** to replace the file.

#### Note:

- 1. It is recommended that you do not make changes to **Files and Folders** unless you know how to edit and troubleshoot Microsoft Windows file lists. Improper changes can cause the corruption of critical system files.
- 2. The added files will be kept after an upgrade or uninstallation; the replaced files will be overwritten after an upgrade and removed after uninstallation; the removed files will be added back after an upgrade.
- *3.* You can add a new folder to the directory tree in the left pane. Right-click the desired directory where you want to add a new folder and choose **New**, and name it. You can also rename or remove it from the right-click menu as needed.

#### Registry

You can configure the registry of the installer including adding, modifying, and removing registry keys. The main work area contains two panes. The left pane contains two tabs: **Modify** and **Summary**. The **Modify** tab shows the directory tree for the registry hives to be installed; the **Summary** tab lists all the changes you made to the keys. In the **Modify** tab, choose a folder in the left pane, and the registry keys in the selected folder will be shown in the right pane. You can add, modify, and remove keys from the right pane.

#### Add a key

- 1. Choose the **Modify** tab.
- 2. In the left pane, select the folder where you want to add a key.
- 3. Right-click anywhere in the right pane and choose **New**.
- 4. Choose a data type, and set the name and the value for the new key in the pop-up dialog box.
- 5. Click OK.

#### Modify a key

- 1. Choose the **Modify** tab.
- 2. In the left pane, select the folder where you want to modify a key.
- 3. Right-click the key in the right pane and choose **Modify**.
- 4. Set a new value in the **Value Data** box.
- 5. Click OK.

#### Remove a key

- 1. Choose the **Modify** tab.
- 2. In the left pane, select the folder where you want to remove a key.
- 3. Right-click the key in the right pane and choose **Remove**.

*Note:* You can add a new folder to the directory tree in the left pane. Right-click the desired directory where you want to add a new folder and choose *New*, and name it. You can also rename or remove it from the right-click menu as needed.

#### Preferences

The **Preferences** panel allows you to customize the basic settings for your application. When you have enabled/disabled the options and applied the configurations, the settings in Preferences in your client applications will be locked (or hidden) to prevent further change.

- About Foxit Reader/About Foxit PhantomPDF
  - Copyright: Change the content of copyright in the About Foxit Reader (or About Foxit PhantomPDF) dialog box. The default is Foxit information.
  - Content: Change the contents that are rolled repeatedly above the copyright information in the About Foxit Reader (or About Foxit PhantomPDF) dialog box. By default, technologies built in Foxit Reader/PhantomPDF are listed there.
  - Logo Path: Click Browse to choose the logo that you want to display in the About Foxit Reader (or About Foxit PhantomPDF) dialog box,
- (Reader only) Advertisement
  - Remove Advertisement: Check this option to hide advertisements in the right corner of the tab bar.
  - Scroll: Check this option to scroll the ads circularly and set the Rolling Time. The default time is 10 seconds.
- Admin Console Server

Configure the server address for Foxit Admin Console on clients. For more information about Foxit Admin Console, please visit <u>Foxit Website</u>.

- Application Language
  - Do not Show Community Languages: Check this option to hide community languages in **Preferences** > Languages. Otherwise, community-translated languages will be listed under the official languages.
  - Default Application Language: Input a language file name, such as 'lang\_en-us.xml', to set this language as the default application language. This will remove the language settings in **Preferences**.

Tip: To apply the specified language, the language file should be saved in your installation directory ("<Local Disk>\Program Files (x86)\Foxit Software\<Product Name>\Lang").

- ConnectedPDF
  - Disable ConnectedPDF features: Check this option to disable all ConnectedPDF features.
  - Disable "Automatically save PDF files in ConnectedPDF format (including those created from plugins) only when signed in": Check this option to prevent the application from automatically saving PDF files in ConnectedPDF format.
  - (PhantomPDF only) Disable "Automatically convert Office files to Connected when converting to PDF via Office add-in": Check this option to prevent the

application from automatically converting Office files to ConnectedPDF format when converting to PDF files.

Tip: The ConnectedPDF settings will be unavailable when the ConnectedPDF features are disabled.

- Default PDF Viewer
  - Web Browser PDF Viewer: Check this option to set Foxit Reader or PhantomPDF as the default PDF viewer in web browsers.
  - System PDF Viewer: Check this option to set Foxit Reader or PhantomPDF as the system default PDF viewer.

Tip: The settings will take effect under the administrator account.

- Disable default PDF viewer switching: Check this option to disable default PDF viewer switching. This will lock all the settings in **Preferences** > **File Associations**.
- Disable editing Manage Sites
  - Default: Leave it as un-configured, and allow end-users to specify the corresponding settings in Preferences > Trust Manager > Internet Access from PDF Files outside the web browser.
  - > Always ask: Ask for end-users' action before opening every URL.
  - > Allow access: Allow access to all URLs.
  - > Block access: Restrict access to all URLs.
- (PhantomPDF only) Disable Live Chat in the application: Check this option to disable Live Chat in the application.
- Disable Privileged Locations

Check this option to disable and lock the end-user's ability to add files, folders, and hosts as privileged locations that can be exempted from enhanced security restrictions.

- Do not use QuickTime Player for multimedia items
  - Default: Leave it as un-configured, and allow end-users to specify the corresponding setting in Preferences > Multimedia (legacy).
  - > Disabled: Allow playing multimedia items with QuickTime Player.
  - > Enabled: Disable using QuickTime Player for multimedia items.

Tip: As <u>Apple does not provide security updates for its legacy QuickTime for Windows</u> <u>software any more</u>, Foxit Reader or PhantomPDF will not use QuickTime Player but

invoke other multimedia players in your Windows system to play the multimedia inserted in PDF files by default. For security purposes, it is recommended to disable using QuickTime Player for multimedia items.

- DPI Setting
  - Default: Leave it undefined, which will run the application in per-monitor DPI awareness mode by default.
  - Application: Run the application in per-monitor DPI awareness mode, and render it correctly whenever the DPI of the monitor changes.
  - System: Run the application in DPI non-awareness mode to allow Windows to scale the UI based on the DPI setting in the client system, which may cause the application to become blurry.
  - System (Enhanced): Render application correctly in the primary monitor, and allow Windows to scale the UI when the application is placed on a secondary monitor with a different DPI. In this case, some elements in the application, such as bitmap and text, may become blurry.

Tip: Foxit Reader/PhantomPDF is designed with high-quality graphic resources at different sizes so that it can adjust the UI automatically to adapt to high-resolution displays on startup. It is recommended to choose **Application** as the default DPI setting to ensure that the application renders crisply.

- Enable creating self signed digital IDs
  - Default: The default setting allows users to create self-signed digital IDs to sign PDF files.
  - Disabled: Prevent end-users from creating self-signed digital IDs to sign PDF files. If disabled, when users choose Sign & Certify > Place Signature > New ID (in the Sign As drop-down list), the "A new digital ID I want to create now" option in the "Add Digital ID" dialog box will be greyed out.
- Features which require internet connection
  - Default: Leave it as un-configured, and allow end-users to specify the corresponding setting in Preferences > General > Features which Require Internet Connection.
  - Disabled: Disable all features which require the Internet connection. When choosing Disabled, you can check the items in the "Specify features to allow internet connection" list to add them into a whitelist which will be allowed to access the Internet even though you have disabled all the features that require the Internet connection.
  - > Enabled: Enable all features which require an Internet connection.

- Filter Comments
  - Default: Leave it as un-configured, and allow end-users to specify the corresponding setting in the comment filtering window.
  - Disabled: Allow end-users to filter comments by all participants, and disable Filter by the original author only option in the Filter Comments dialog box.
  - Enabled: Filter comments by the original annotators only, and ignore all the replies. When you have enabled this option, the Filter by the original author only option in the Filter Comments dialog box will be checked and locked to prevent further change.
- Forbid Auto Update: Check **Disable Automatic Updates** option to disable automatic updates.
- Forbid Default Checking: Check **Forbid Checking for Default PDF Viewer** option to forbid checking for the default PDF viewer, and hide the "Set to Default PDF Reader" dialog box when Foxit Reader or PhantomPDF isn't the default PDF Viewer.
- (PhantomPDF only) Hide Activation Code: When Foxit PhantomPDF is successfully activated by an activation code, the activation code will be shown in the License Information window in the About Foxit PhantomPDF dialog box. You can check this option to hide the activation code and protect it from unauthorized use.
- (PhantomPDF only) Insert Printed PDF into Pre-Generated PDF: Check the option to append the converted PDF files to the previous one when creating PDFs with Foxit PhantomPDF Printer.
- Lock Read Mode in web browsers
  - Default: Leave it as un-configured, and allow end-users to change the corresponding setting in the Preferences > Documents > Open Settings.
  - Enabled: Use Read Mode by default in Foxit Reader or PhantomPDF browser plugins, and disallow users from exiting this mode.
  - Disabled: Do not use Read Mode by default in Foxit Reader or PhantomPDF browser plugins, and allow users to freely enter or exit Read Mode.
- Locks the Auto-Complete in Form Filling: Check this option to lock the Auto-Complete feature in form filling.
- Main Program Name: Change the program's name shown at the top of the application window. The default is "Foxit Reader" or "Foxit PhantomPDF".
- Multiple Instances

- Default: Leave it as un-configured, and allow end-users to change the corresponding setting in Preferences > Documents > Open Settings.
- Enabled: Choose this option to allow multiple instances when users double-click to open a new PDF file.
- > Disabled: Choose this option to disallow multiple instances.
- (PhantomPDF only) NetDocuments

Add NetDocuments to the Open List: Check this option to add NetDocuments to the **File > Open** list. Users cannot remove this option from their end.

- Notification Messages: Specify whether to show or hide notification messages while working with PDF files. Check the Enable configuration for Notification Messages option to enable your configuration, and select the sub-options to show the corresponding messages. If you enable configuration for notification messages but unselect all the sub-options, all the notification messages will not be shown.
  - Show the message which affects the next step: Check this option to show the procedure-related notification messages which usually contain action buttons for you to move forward to the next step. It is recommended to keep the option checked so that you can work on documents normally during Shared Review or Email Review.
  - Show the notification related message: Check this option to show the notification related messages which inform you that a PDF contains elements like interactive form fields.
  - Show PDF/A message again: Check this option to show the notification messages when users open a PDF/A file.
- PDF Sign
  - Default: Leave it as un-configured, and allow end-users to specify the "Require password to use this signature" setting when creating hand-written signatures.
  - Enabled: Require end-users to set a password when creating a hand-written signature. And end-users who want to apply the hand-written signature should input the password for it.
  - Disabled: Do not use passwords when creating or applying hand-written signatures.
- Print Setting

Use GDI+ Output for all types of printer: Check this option to use GDI+ output for PS driver printers (excluding PCL driver printers) during printing.

• Protected View: Turn on or off the protected view. In Protected View, files are

read-only and most editing actions are not allowed.

- Default: Leave it as un-configured, and allow end-users to configure the corresponding settings in Preferences > Security > Protected View.
- > Off: Turn off Protected View.
- Files from potentially unsafe locations: Turn on Protected View when users open files from untrusted locations. For example, when you open a linked PDF in web browsers with Foxit Reader or PhantomPDF, the Protected View will be enabled to avoid potential security risks.
- > All files: Turn on Protected View for all files.
- (Reader only) Registration

Remove "Registration": Check this option to hide the **Registration** dialog box and remove the "Registration" item from the **Help** tab.

- RMS Setting
  - Add 'protected' to the name of encrypted files: Choose Default to leave it as un-configured, and allow users to configure the corresponding setting in Preferences > RMS Settings. Choose Enabled to save the encrypted PDF file as a copy named '<original file name> (protected)'. Choose Disabled to replace the original file with the encrypted file without changing the file name.
  - Encrypt metadata: Choose Default to leave it as un-configured, and allow users to configure the corresponding setting in Preferences > RMS Settings. Choose Enabled to have document metadata encrypted when you encrypt a PDF file. Choose Disable to leave document metadata unencrypted when you encrypt a PDF file.
  - Microsoft IRM Protection Version: Choose Microsoft IRM Protection Version to encrypt PDFs. If you choose **Default** or leave it undefined, Microsoft IRM Protection V2 will be used.
  - Save as: Check this option to turn on the "Save As" feature for RMS-protected files.
  - RMS Interoperability: Check this option so that all the encrypted PDFs will conform to Microsoft IRM Protection for PDF Specification, and be able to be decrypted by other RMS Viewers.
- Safe Reading Mode
  - Default: Leave it as un-configured, and allow users to configure the corresponding settings in Preferences > Trust Manager > Enable Safe Reading Mode.
  - Enabled: Enable Safe Reading Mode and control unauthorized action and data transmissions to avoid attacks from malicious documents.

- > Disabled: Disable Safe Reading Mode.
- Security Warning

By default, Foxit Reader/Foxit PhantomPDF will show a warning message when an application without a valid digital signature attempts to open it. If necessary, you can check the **Disable Security Warning** option to disable the security warning. Or you can choose <u>Trusted Applications</u> to add trusted applications that can be exempted from security warning prompts.

• Set User Manual Link

Change the link of User Manual to the local link you want. You can click **Browse** to specify the local PDF file that you want to open when end-users click **User Manual** in the **Help** tab.

- Share the PDF file that caused this crash
  - ➢ Default: Leave it as un-configured, and allow end-users to specify the corresponding setting in the Crash Report.
  - > Enabled: Always share the PDF files that caused the crash.
  - > Disabled: Do not share the PDF files that caused the crash.
- Start Page
  - Show Start Page: Choose Default to leave it as un-configured, and allow end-users to configure the corresponding setting in Preferences > General > Application Startup. Choose Enabled to show the Start Page. Or choose Disabled to hide the Start Page.
  - (PhantomPDF only) Phone: Change the Support phone in the lower-left corner of the Start Page.
  - (PhantomPDF only) Online trouble ticket URL: Change the online trouble ticket URL in the lower-left corner of the Start Page.
- Status Bar
  - Default: Leave it as un-configured, and allow end-users to configure the corresponding setting in Preferences > General > Status Bar.
  - Auto-hide status bar: Display the status bar in a floating way, and show it only when you put the cursor near the bottom of the page.
  - Show status bar: Always display the status bar at the bottom of the application interface.
  - Hide status bar: Hide the status bar. If you need to adjust page views when the status bar is hidden, use the commands in the View tab instead.

• Tell me what you want to do

Enable Tell me what you want to do: This option is checked by default, which helps users to search and activate a specific command by inputting the command name in the "Tell me what you want to do" box in the application. If necessary, you can uncheck this option to hide the "Tell me what you want to do" box in the application.

• (Phantom only) The Tutorials URL

By default, when users click the video tutorials in the Start Page or choose **Help** > **Online Tutorial**, they will be guided to Foxit Website to view the tutorials online. However, you can specify the tutorial URL here for end-users to open and view tutorials from an internal server or shared folder.

Tip: To guide your end-users to an internal server/website, you should input the full URL address here (e.g. <u>https://www.foxitsoftware.com</u>).

• Trusted Applications

Click **Browse** (or right-click anywhere in the **Trusted Application List** and choose **Add**) to select applications from your local disk and add them to the Trusted Application List. When Foxit Reader/PhantomPDF is opened by the trusted application you have specified, there will be no warning message even if the security warning is enabled. If you want to remove a trusted application from the list, right-click it and choose **Delete** from the context menu. The settings will be synced in the **Trusted Apps** window in **Preferences > Trust Manager > Open Foxit Reader (or PhantomPDF) from applications without valid digital signatures** group.

- Update Server: Set the path of the internal update server to update your application.
   Before using this feature, you need to configure Foxit Update Sever. For more information about Foxit Update Server, please visit <u>Foxit Website</u>.
- User Experience Improvement
  - Default: Leave it as un-configured, and allow end-users to configure the corresponding setting in Preferences > General > User Experience Improvement.
  - Enabled: Turn on anonymous data collection which will be used for improving user experience only.
  - > Disabled: Turn off anonymous data collection.

#### **Ribbon Set**

You can hide tabs or buttons from the application interface in the **Ribbon Set** panel. In the main work area, options are categorized by groups that are collapsed by default. You can easily find each tab and context tab based on the name in the **Ribbon Options** list. For commands and buttons in the Quick Access Toolbar or Ribbon area, you can find them in the **TabElements** group. To hide a tab or button from the application interface, please follow the steps below:

- ➢ If necessary, click the plus sign ⊕ to expand the group and show its button options.
- To hide specific buttons, check the button options directly. If you want to hide a tab or a group of buttons, check the box beside the tab name or group name directly, and then all the buttons under the tab or group will be checked automatically.

#### Plugins

In the **Plugins** panel, you can hide plugins (in .fpi format only) from Foxit Reader or Foxit PhantomPDF. The plugins that are frequently used are displayed in the **Plugin List**. Check the options directly to hide corresponding plugins from the application.

If you cannot find the plugin in the list, do the following to add it to the list from your installation directory.

- Click Browse to select the plugin file (.fpi file) from your installation directory.
   Tip: By default, the plugin files are saved in "<Local Disk>\Program Files (x86)\Foxit Software\<Product Name>\plugins".
- Click Add to add the selected plugin file to the Plugin List. If you need to delete the added plugin from the list, please select it and click Delete.

# **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.



 Sales: 1-866-680-3668

•

- Support: 1-866-MYFOXIT or 1-866-693-6948
- Website:
   www.foxitsoftware.com
  - *E-mail:* Sales and Information - <u>sales@foxitsoftware.com</u> Technical Support - Input <u>a trouble ticket online</u> Marketing Service - <u>marketing@foxitsoftware.com</u>