



# QUICK GUIDE

Foxit PDF Reader  
For Windows

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# Use Foxit PDF Reader

## Install and Uninstall

You can easily install Foxit PDF Reader by double-clicking the downloaded setup file and doing the following operations according to the prompts.

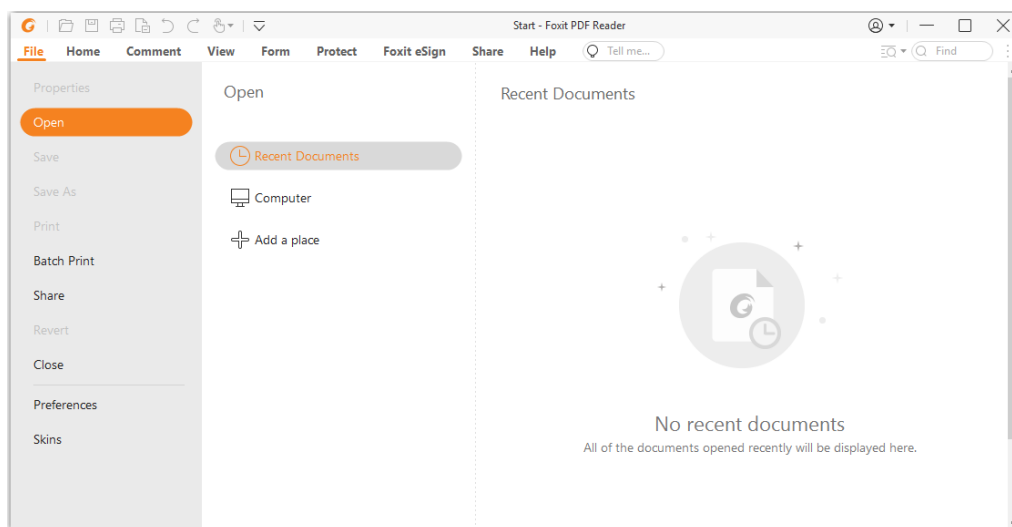
Alternatively, you can also install Foxit PDF Reader by command-line. Please refer to the [User Manual of Foxit PDF Reader](#) for details.

When you need to uninstall Foxit PDF Reader, please do one of the following:

- For Windows 10, click **Start** > **Foxit PDF Reader** folder > **Uninstall Foxit PDF Reader** or right-click **Foxit PDF Reader** and choose **Uninstall**.
- Click **Start** > **Windows System** (for Windows 10) > **Control Panel** > **Programs** > **Programs and Features** > select **Foxit PDF Reader** and click **Uninstall/Change**.
- Double click the unins000.exe under Foxit PDF Reader installation directory Drive name:\...\Foxit Software\Foxit PDF Reader\.

## Open, Close, and Save

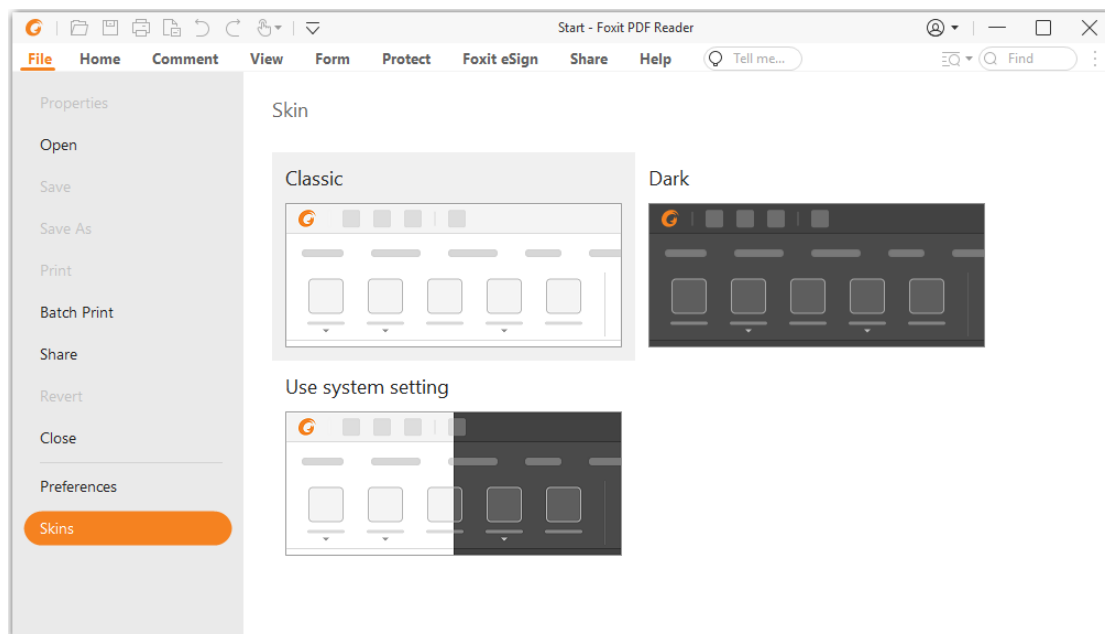
After launching the Foxit PDF Reader application, you can open, close, and save PDFs by clicking the **File** tab and the selecting the corresponding options.





## Customizing the Work Area

### Change the Skin

Foxit PDF Reader provides three options (**Classic**, **Dark**, and **Use system setting**) that allow you to change the look (skin) of the software. If you choose **Use system setting**, the skin automatically switches to **Classic** or **Dark** according to the default app mode (Light or Dark) set in your Windows system. To change the skin, choose **File > Skins**, and then select the desired option.



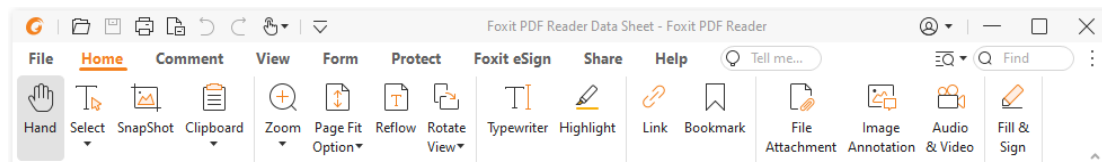
### Switch to Touch Mode

Touch mode makes it easier to use Foxit PDF Reader on touch devices. In touch mode, the toolbar buttons, commands, and panels shift apart slightly for easier selection with your fingers. To switch to touch mode, please click  on the Quick Access Toolbar, and choose **Touch Mode**. While in touch mode, you can click  and choose **Mouse Mode** to return to the mouse mode.

## Customizing the Ribbon

### Ribbon Toolbar

Foxit PDF Reader supports the ribbon toolbar where different commands are located under each tab for easier access. You can browse through tabs, like Home, Comment, View, Form, and check the commands you need (shown below).



The Ribbon is designed to help you find the commands in an easy and convenient way. Foxit PDF Reader gives you the capability to personalize and customize the Ribbon in the way you want. With this feature, you can customize the default Ribbon, and create custom tabs or groups with your preferred commands.

To customize the Ribbon, right click the Ribbon, choose **Customize the Ribbon** from the context menu to bring out the **Customize Tools** dialog box, and then follow the steps below.

### Create a new tab

To create a new tab, please do one of the following:

- Select the tab which you want to add the new tab after, and then click **New Tab**.
- (Alternatively) Right click the tab which you want to add the new tab after, and then choose **New Tab** from the context menu.

### Add a new group to a tab

To add a new group to a tab, do one of the following:

- Select the tab that you want to add the group to, and then click **New Group**.
- (Alternatively) Right click the tab that you want to add the group to, and then choose **New Group** from the context menu.

### Rename a tab or group

- Select the tab or group that you want to rename, and then click **Rename**.
- (Alternatively) Right click the tab or group to be renamed, and choose **Rename** from the context menu.
- In the **Rename** dialog box, input the new name and click **OK**.

### Add commands to a group

- Select the group which you want to add a command under.

- Choose the category that the command is under and then the desired command from the **Choose command from** list.
- Click **Add** to add the selected command to the desired group.



### **Remove a tab, group or command**

To remove a tab, group, or command, do one of the following:

- Select the tab, group, or command to be removed, and click **Remove**.
- (Alternatively) Right click the tab, group, or command to be removed, and select **Delete** from the context menu.

### **Reorder the tabs or groups**

To reorder the tabs or groups, do one of the following:

- Select the tab or group you want to reorder, then click the **Up**  or **Down**  arrow to move accordingly.
- (Alternatively) Right click the tab or group you want to reorder, and then select **Move Item Up** or **Move Item Down** to move accordingly.

### **Reset the Ribbon**

- Click **Reset** in the **Customize Tools** dialog box to reset the Ribbon to the default settings.

### **Import a customized Ribbon**

- Click **Import**.
- In the **Open** dialog box, select the Ribbon customization file (.xml file), and click **Open**.

**Note:** After importing a Ribbon customization file, you will lose all the arrangements you customized previously. If you want to revert to the previously customized Ribbon, it is recommended to export the customized Ribbon before importing a new one.

### **Export a customized Ribbon**

- Click **Export**.
- In the **Save As** dialog box, specify the file name and path, and then click **Save**.

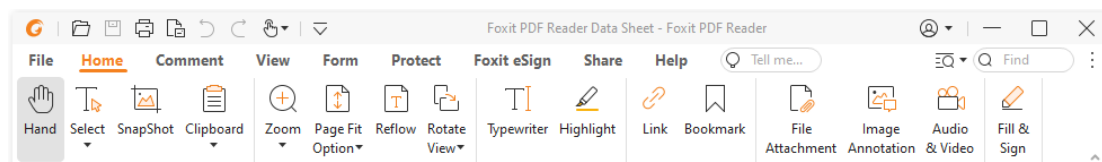
### **Note:**

1. After customization, you need to click **OK** in the **Customize Ribbon** tab to save and apply your changes to the Ribbon.

2. To help you distinguish a default tab or group from the customized selections, the custom tabs or groups in the **Customize the Ribbon** list are tabbed with “(Custom)” after the name (like this: ☒ **New Tab (Custom)** ), but without the word “(Custom)” on the Ribbon.
3. The commands in the default group under a default tab are displayed in grey, and they cannot be renamed, reordered, or removed.
4. You cannot remove default tabs in Foxit PDF Reader.

## Find Commands

### See All the Commands



Click the buttons under different tabs to switch between different commands. Also, the tip appears when you move mouse over each command. For instance, the **Home** tab provides the most frequently-used commands for the basic navigation and interaction with PDF files. You can use **Hand** command to move around the content, **Select Text and Image** command to select text and image, **Select Annotation** command to select annotations, **Zoom** commands to zoom in/out pages, **Image Annotation/Audio & Video/File Attachment** commands to insert images, multimedia, files, and much more.

### Search and Find Commands

You can type the command name in the **Tell me** field to find a command and bring the feature to your fingertips with ease. For example, if you want to highlight text in a PDF file, put your cursor in the **Tell me** box (or press **Alt + Q**) and input “highlight”. Then Foxit PDF Reader will display a list of matching commands from which you can select and activate the desired feature.

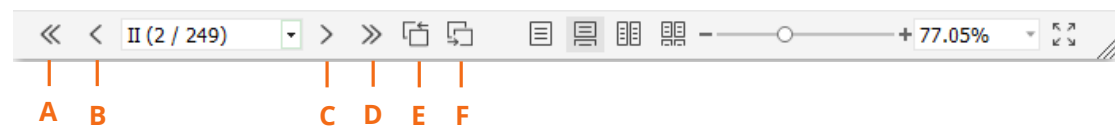
## Read

After getting acquainted with the workspace and the basic commands, you can start the journey of PDF reading. You can reach a specific page easily, adjust the view of a document,


read pure texts by text viewer command, view documents while listening to them, reflow a PDF to view it in a single column, and more. Foxit PDF Reader also allows users to view PDF portfolios.

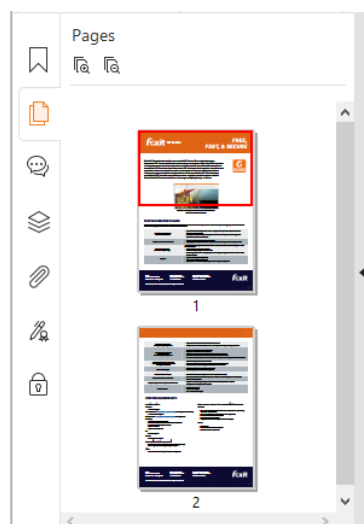
## Navigate to a Specific Page


- Click the **First Page**, **Last Page**, **Previous Page** and **Next Page** 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 previous view and **Next View** goes to the next view.





A: First Page B: Previous Page C: Next Page D: Last Page E: Previous View F: Next View

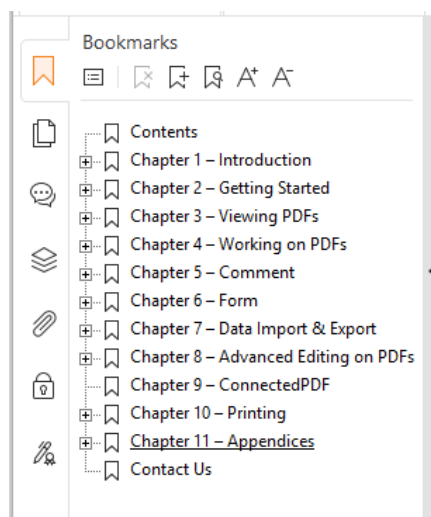
- To jump to a page using the page thumbnails, click the **Page Thumbnails** button  on the left Navigation pane and click its thumbnail. To move to another location on the current page, drag and move the red box in the thumbnail. To resize a page thumbnail, right-click on the thumbnail and choose **Enlarge Page Thumbnails** / **Reduce Page Thumbnails**, or use CTRL + mouse wheel scroll.



- 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 (-) sign to expand or collapse the bookmark contents. To collapse all bookmarks, right-click any bookmark (or click the



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



## View Documents

### 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. While reading in multi-tab mode, you can switch between different file tabs using **Ctrl + Tab** or mouse scrolling. To toggle through file tabs by mouse scrolling, please make sure that you have checked the **Quickly switch between tabs by using mouse wheel** option in the **Tab Bar** group in **Preferences > General**.

## Read Multiple PDF Files in the Parallel View

The parallel view allows you to read two or more PDF files side-by-side (either horizontally or vertically) in the same window, instead of creating multiple instances. When reading PDF files in the parallel view, you can view, annotate, or modify each PDF file independently. However, the Read Mode and Full Screen Mode operations are simultaneously applied to PDF files that are currently active in all tab groups. To create the parallel view, right-click on the file tab of the PDF document that you want to move to a new tab group, and choose **New Horizontal Tab Group** or **New Vertical Tab Group** to display the file in a horizontal or vertical parallel view respectively. While in the parallel view, you can switch between file tabs within the same tab group in the same way as you read PDFs in multi-tabs. Foxit PDF Reader will return to the normal view when you close all the other PDF files to leave only one tab group opened or relaunch the application.

## 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.

### Using Foxit Text Viewer

With **Text Viewer** under the **View** tab, you can work on all PDF documents in pure text view mode. It allows you to easily reuse the text scattered among images and tables, and acts like Notepad.

### View PDF Document in Reflow Mode

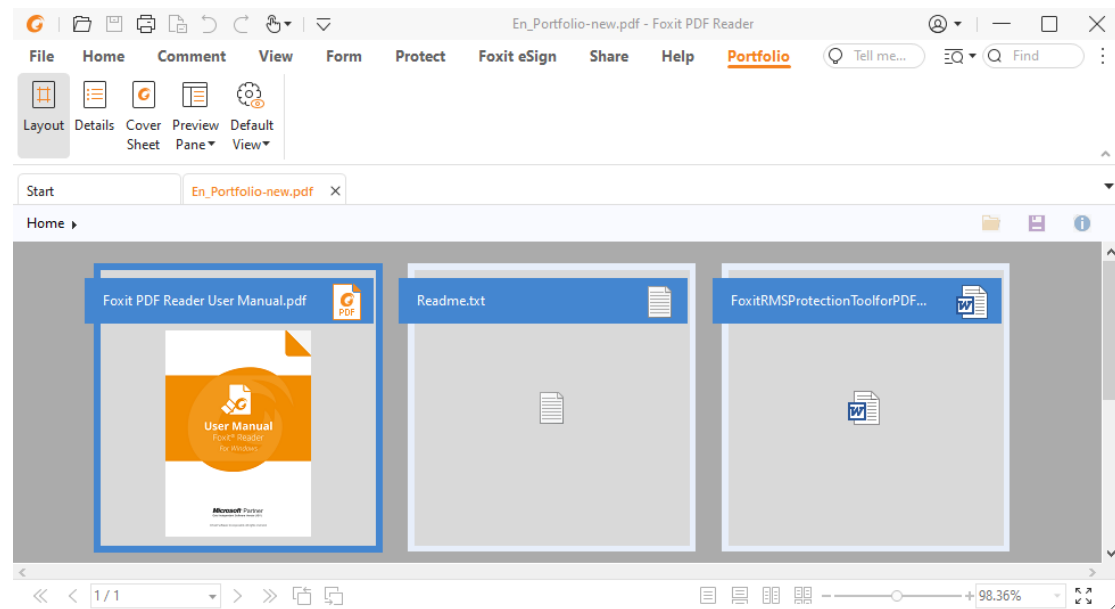
Click **Reflow** in the **View** or **Home** tab to reflow a PDF document and temporarily present it as a single column that is the width of the document pane. The Reflow Mode allows you to easily read PDF document when it is magnified on a standard monitor, without scrolling horizontally to read the text.

### View PDF Document in Night Mode



The Night Mode in Foxit PDF Reader allows you to invert black and white to reduce eye strain in low light conditions. Click **Night Mode** in the **View** tab to enable or disable the Night Mode.

## View PDF Portfolios

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



*A Sample PDF Portfolio*

- Download a Sample PDF portfolio (preferably with files in different formats).
- Open it in Foxit PDF Reader by right clicking and selecting **Open with Foxit PDF Reader**.
- While previewing a PDF portfolio, you can select the commands in the **Portfolio** context tab to change the view mode or specify how to display the preview pane. In Layout or Details view mode, click a file to preview it in the Preview Pane in Foxit PDF Reader, or double-click a file (or select a file and click **Open File in Native Application** from the context menu or **Open** button  on the portfolio toolbar) to open it in its native application.
- To search keywords in PDFs in a portfolio, click the **Advanced Search** button , and specify keywords and search options as desired in the **Search** panel.

## Adjust the View of Documents

Foxit PDF Reader provides multiple commands that help you adjust the view of your PDF documents. Choose **Zoom** or **Page Fit Option** in the **Home** tab to zoom pages at a preset level or fit pages based on window/page size respectively. Use the **Rotate View** command in the **Home** or **View** tab to adjust the orientation of pages. Select Single Page, Continuous,

Facing, Continuous Facing, Separate Cover Page, or Split button in the **View** tab to change the page display mode. You can also right-click on the content and choose the desired options from the context menu to adjust the view of documents.

## Reading Accessibility

The reading accessibility feature in the **View** tab helps users read PDFs easily. The **Marquee**, **Magnifier** and **Loupe** commands in the **Assistant** group help you view the PDF clearer. The **Read** command reads the content in a PDF aloud, including the text in comments and alternate text descriptions for images and fillable fields. The **AutoScroll** command provides automatic scrolling features to help you easily scan through long PDF files. You can also use single-key accelerators to select some commands or perform actions. For more information about single-key shortcuts, please refer to [User Manual of Foxit PDF Reader](#).

## Work on PDFs

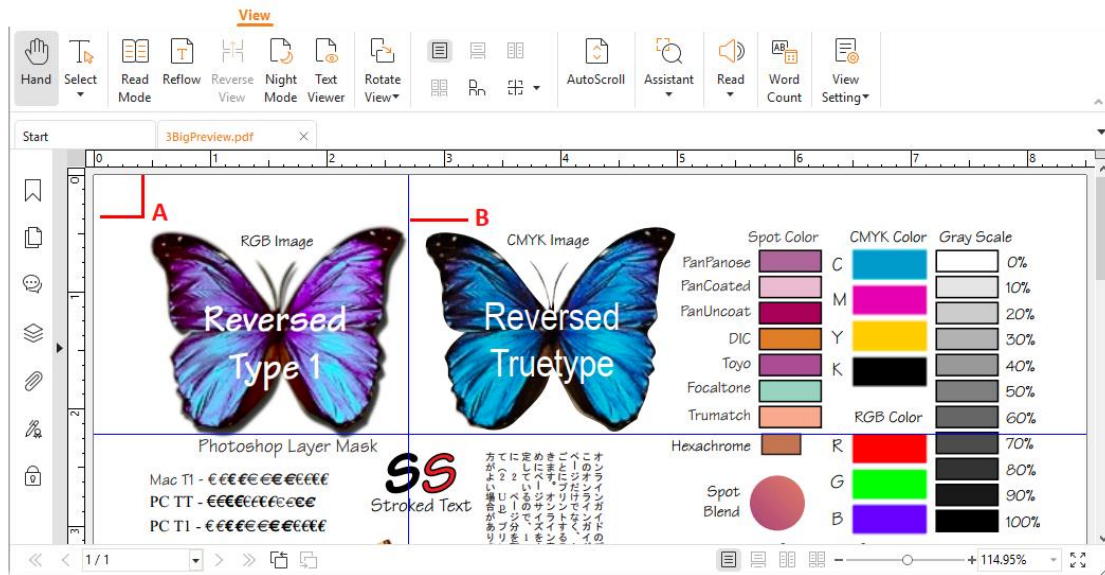
Foxit PDF Reader not only provides the function to read PDFs, but also offers the ability to work on PDFs as well. Foxit PDF Reader can perform tasks such as copying text or images to other applications, undoing and redoing previous actions, aligning and positioning contents on the page, searching text, pattern or index, sharing and signing PDF documents.

### Copy Texts, Images, Pages

- Foxit PDF Reader allows you to copy and paste text with the formatting maintained, which includes font, font style, font size, font color, and other text editing features. Once you have selected the text with the **Select Text and Image** command, you can copy text by doing one of the following, and paste the selected text on Clipboard to another application.
  - ✧ Right-click the selected text > choose **Copy**.
  - ✧ Press shortcut key Ctrl + C.
- You can use the **Select Text and Image** command to select and copy an image, or use the SnapShot command to copy images to the clipboard.

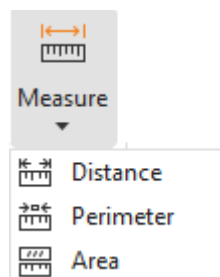
### Rulers, Guides, Line Weights and Measurements

- Foxit PDF Reader provides horizontal and vertical **Rulers** and **Guides** under the **View** tab to help you align and position texts, graphics, or other objects on the page. They can also be used to check their size and the margins of your documents.





A. Rulers B. Guides

- By default, Foxit PDF Reader displays lines with the weights defined in the PDF file. You can uncheck **Line Weights** in **View > View Setting > Page Display** list to turn off the Line Weights view (i.e. to apply a constant stroke width (1 pixel) to lines, regardless of zoom) to make the drawing more readable.
- The **Measure** commands under the **Comment** tab enable you to measure distances, perimeters, and areas of objects in PDF documents. When you select a measurement tool, the **Format** panel will be called out and displayed on the right side of the document pane, which enables you to calibrate the scale ratio and specify settings related to measurement rulers and results. While measuring objects, you can choose the Snap tools in the **Format** panel to snap to a particular point along an object for more accurate measurement results. When measurement completes, choose **Export** in the **Format** panel to export the measurement information.



## Undo and Redo

Foxit PDF Reader allows you to undo and redo previous actions with the Undo button  and the Redo button . You can undo as well as redo any editing that you have done in

PDF documents, which includes commenting, advanced editing, and changes made to the document.

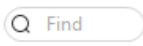




**Note:** You cannot undo or redo actions of bookmarks editing.

## Read PDF Articles

PDF articles are optional electronic threads defined by the PDF author, which lead readers through the PDF contents presented in multiple columns and across a series of pages. If you are reading a PDF file that contains articles, you can choose **View > View Setting > Navigation Panels > Articles** to open the **Articles** panel and view the articles. In the **Articles** panel, select an article, and choose **Read Article** from the context menu or **Options** list to read the selected article.

## Search in PDFs

Foxit PDF Reader allows you to run searches to easily find text in PDF files. You can go to **File > Preferences > Search** to specify search preferences.

- To quickly find text you are looking for, select the Find Field  on the menu bar. Click the **Filter** icon  beside the Find box to set the search criteria.
- To do the advanced searching, click **Advanced Search** command  next to the Find box, and select **Advanced Search**. You can search for a string or pattern in a single PDF file, multiple PDF files under a specified folder, all PDF files that are currently opened in the application, 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.
- To search and highlight text in a specified color, choose **Comment > Search & Highlight**, or click the **Advanced Search** command  next to the Find box and select **Search & Highlight**. Search the text strings or patterns as needed in the **Search** panel. When the search completes, check the instances that you want to highlight, and click the **Highlight** icon . By default, the search instances will be highlighted in yellow. If you need to change the highlight color, change it from the appearance properties of the Highlight Text tool and set the properties as default. The color will be applied when you perform a new search & highlight.

## Work on 3D content in PDFs

Foxit PDF Reader lets you view, navigate, measure, and comment on 3D content in PDF documents. 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 3D views with different settings, add comments/measurements to a part of a 3D model, and more.

When you open a 3D PDF and enable the 3D model, the 3D toolbar appears above the upper-left corner of the 3D canvas (an area where the 3D model appears). In the lower-left corner of the canvas shows the 3D axes (X-axis, Y-axis, and Z-axis) that indicate the current orientation of the 3D model in the scene. **Note:** *If the 3D model is not enabled (or activated) after you open the PDF, only a 2D preview image of the 3D model is displayed in the canvas.*

**Tip:** *For most 3D-related tools and options, you can find them from the context menu after right-clicking the 3D model.*

## Sign PDFs


In Foxit PDF Reader, you can sign PDFs with ink signatures or legally-binding electronic signatures (i.e., eSignatures), or initiate an eSignature workflow to get your documents signed. You can also sign PDFs with digital (certificate-based) signatures.

### Foxit eSign

Foxit PDF Reader integrates with Foxit eSign, a legally-binding electronic signature service. With a licensed account, you can perform an eSign workflow not only on the Foxit eSign website using a web browser but also within Foxit PDF Reader directly, which allows you to edit your documents and collect signatures with complete ease.

With Foxit eSign in Foxit PDF Reader, after logging in with a licensed account, you can create your own signatures and electronically sign documents by placing the signatures on PDF pages, which is as easy as signing a paper document with a pen. You can also quickly initiate an eSign process to collect signatures from multiple people.

To create your own signature and sign the document, do the following:

1. Open the document you want to sign.
2. (Optional) Use the tools in the **Foxit eSign** tab to add text or symbols to fill your PDF as needed.
3. Click the  sign on the signature palette in the **Foxit eSign** tab (or click **Manage**

**Signatures** in the **Foxit eSign** tab and click **Add** in the pop-up **Manage Signatures** dialog box) to create a signature. To sign a PDF, select your created signature on the signature palette, place it in the desired location, and then apply the signature.



4. (Optional) In the **Manage Signatures** dialog box, you can create, edit, and delete the created signatures, and set a signature as default.

To initiate an eSign process, click **Request Signature** in the **Foxit eSign** tab and then complete the process as needed.

*Note: Foxit eSign is available in English, German, French, Spanish, Italian, Dutch, Portuguese, Korean, and Japanese.*

## Quick PDF Sign

Quick PDF Sign enables you to create your self-signed signatures (ink signatures) and add the signatures to the page directly. You don't need to create different signatures for different roles. With the **Fill & Sign** function, you can create your own signature and sign the document.

Choose **Fill & Sign** in the **Home/Protect** tab, and the **Fill & Sign** context tab appears on the ribbon. To create a signature, do one of the following: 1) click  on the signature palette; 2) click  on the lower right corner of the signature palette and choose **Create Signature**; 3) click **Manage Signatures** and choose **Add** in the pop-up **Manage Signatures** dialog box. To sign a PDF, select your signature on the signature palette, place it on a desired position, and then apply the signature.

## Add Digital Signatures

- Choose **Protect > Sign & Certify > Place Signature**.
- Press and hold the mouse button down, and then drag the cursor to draw a signature.
- In the **Sign Document** dialog box, choose a digital ID from a drop-down menu. If you can't find the specified digital ID, you will need to get a certificate from the third-party provider or create a customized digital ID.
- (Optional) To create a customized digital ID, choose **New ID** from drop-down menu, and specify the options. 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. When configured completely, users can only use the specified digital ID(s) to sign PDF files, and will not be allowed to create a new ID.
- Choose an appearance type from the menu. You can create a new style as desired, the steps are as follows:
  - ✧ Choose **Create New Style** from the **Appearance Type** menu.



- ✧ In the **Configure Signature Style** dialog box, input the title, configure the graphic, text and logo of the signature, and then click **OK**.
- To sign the currently opened PDF file, click **Sign** to sign and save the file. To sign multiple PDF files, click **Apply to Multiple Files** to add the PDF files and specify the output options, and then click **Sign Immediately**.

Tip: When you choose a password protected digital ID to sign PDF files, you will be required to input the password when applying the signature.

## **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 PDF Reader 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 signature properties will display the date/time of the time stamp server when the document was signed.

## **Share PDFs**

Foxit PDF Reader is integrated with ECM systems, cloud services, OneNote, and Evernote, which help you better manage and share PDFs.

## **Integration with ECM Systems and Cloud Services**

Foxit PDF Reader has integrated with popular ECM systems (including SharePoint, Epona DMSforLegal, and Alfresco) and cloud services (including OneDrive – Personal, OneDrive for Business, Box, Dropbox, and Google Drive), which allows you to seamlessly open, modify, and save PDFs in your ECM servers or cloud services directly from within the application.

To open a PDF file from your ECM system or cloud service, please choose **File > Open > Add a place > ECM or cloud service** that you want to connect to. After signing in with your account, you can open a PDF from the server and modify it in Foxit PDF Reader. For a PDF file that is opened and checked out from an ECM system, click **Check In** to check in and

save it back to your ECM account. For a PDF file that is opened from a cloud service, choose **File > Save/Save As** to save it after modification.

Tips:

1. OneDrive for Business is only available in the activated Foxit PDF Reader (MSI package).
2. Before using Foxit PDF Reader to open PDFs on Epona DMSforLegal, you are required to install Epona DMSforLegal client in your system if you haven't.

## Send to Evernote

Directly send PDF documents to Evernote as an attachment.

- Prerequisites – You will need to have an Evernote account and install Evernote on your computer.
- Open a PDF file to edit.
- Choose **Share > Evernote**.
- If you haven't signed in to Evernote on the client-side, input the account credential to log in. When you successfully log in to Evernote, the PDF document will be sent to Evernote automatically, and you will get a message from Evernote when the import completes.

## Send to OneNote

You can send your PDF document to OneNote quickly within Foxit PDF Reader after edits.

- Open and edits the document with Foxit PDF Reader.
- Save the changes and then click **Share > OneNote**.
- Select a section/page in your notebooks, and click **OK**.
- In the pop-up dialog box, choose **Attach File** or **Insert Printout** to insert your document to the selected section/page in OneNote.

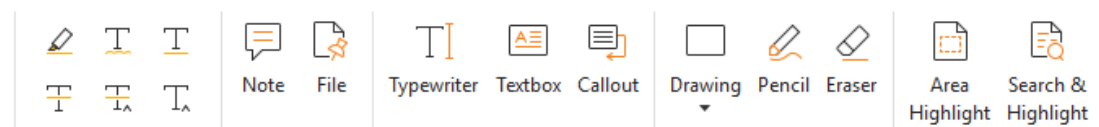
# Comments

Comments are necessary in your study and work when reading documents. Foxit PDF Reader provides various groups of comment commands for you to make comments. Before adding comments, you can go to **File > Preferences > Commenting** to set comment preferences. You can also reply, delete, and move the comments with ease.

## Basic Commenting Commands

Foxit PDF Reader provides you with various commenting tools to add comments in PDF

Documents. They are placed under the **Comment** tab. You can type a text message or add a line, circle, or other type of shape to make comments in PDFs. You can also edit, reply, delete, and move comments with ease. This function is quite helpful for your studies and work if you need to regularly make notes and annotations on PDF documents.



## Add Text Markups

You can use the Text Markup commands to indicate which text should be edited or noticed. Choose any of the following tools under the **Comment** tab, and drag to select the text that you want to mark up, or click on the document to specify the destination to insert text comment.

Button	Name	Description
	Highlight	To mark important passages of text with a fluorescent (usually) marker as a means of memory retention or for later reference.
	Squiggly Underline	To draw a squiggly line under.
	Underline	To draw a line under to indicate emphasis.
	Strikeout	To draw a line to cross out text, making others know the text is deleted.
	Replace Text	To draw a line to cross out text and provide a substitute for it.
	Insert Text	A proofreading symbol (^) used to indicate where something is to be inserted in a line.

## Pin Sticky Notes or Files

To add a note comment, select **Comment** > **Note**, and then specify the location in the document that you want to place the note. You can then type text in the pop-up note on the document pane (if the Comments panel is not opened) or in the text field associated with the note comment in the Comments panel.

To add a file as a comment, do the following:

- ✧ Choose **Comment** > **File**.

- ✧ Position the pointer to the place where you want to attach a file as a comment > click the selected position.
- ✧ In the **Open** dialog box, select the file you want to attach, and click **Open**.

**Note:** If you try to attach certain file formats (such as EXE), Foxit PDF Reader warns you that your attachment is denied because of your security settings.

- ✧ The File Attachment Icon  appears at the place you designated.

## Add Text Comments

Foxit PDF Reader provides **Typewriter**, **Textbox**, and **Callout** commands to help you add text comments to PDFs. The **Typewriter** command enables you to add text comments without text boxes. You can choose **Textbox** or **Callout** to add text comments with rectangle boxes or callouts outside the text.






To add text comments:







- ✧ Choose **Comment > Typewriter/Textbox/Callout**.
- ✧ Put the pointer on the area to type any text you want. Press **Enter** if you want to start a new line.
- ✧ If necessary, change the text style in the **Format** panel on the right of the document pane.
- ✧ To finish typing, click anywhere outside the text you have inputted.

## Drawing Markups


Drawing markups help you to make annotations with drawings, shapes, and text fields. You can use the Drawing markups to mark up a document with arrows, lines, squares, rectangles, circles, ellipses, polygons, polygon lines, clouds, etc.

### Drawing Markups

Button	Name	Description
	Arrow	To draw something, such as a directional symbol, that is similar to an arrow in form or function.
	Line	To mark with a line.
	Rectangle	To draw a four-sided plane figure with four right angles.
	Oval	To draw an oval shape.
	Polygon	To draw a closed plane figure bounded by three or more line segments.

	Polyline	To draw an open plane figure with three or more line segments.
	Pencil	To draw free-form shapes.
	Eraser	An implement, acts as a piece of rubber, used for erasing the pencil markups.
	Cloud	To draw cloudy shapes.
	Area Highlight	To highlight a specified area, such as a certain text range, an image and blank space.
	Search & Highlight	To mark the search results as a means of memory retention or for later reference. See also <a href="#">Search in PDFs</a> .

To add a comment with the Drawing markup, please follow the steps below:

- ✧ Select **Comment**, and then click the drawing command as needed.
- ✧ Drag the cursor across the area where you want to place the markup.
- ✧ (Optional) Input comments in the text field associated with the markup in the Comments panel. Or, if you haven't opened the Comments panel when adding the markup, double-click the markup (or click the **Edit note** icon  on the toolbar floating above the markup) to open the pop-up note to input comments.

Foxit PDF Reader lets you highlight specified areas, such as a certain text range, image, or blank space.

- ✧ To highlight an area, select **Comment > Area Highlight**, and then click and drag the mouse across the text range, image, or blank space that needs to be highlighted.
- ✧ The areas will be highlighted in yellow by default. To change the highlight color, right click the highlighted area, select **Properties**, and then choose a color as needed in the **Appearance** tab on the **Highlight Properties** dialog box. You can also click **other colors** to customize and apply desired colors to highlight the selected area. Foxit PDF Reader will automatically save the custom colors and have them shared by all the annotation commands.

Foxit PDF Reader adds PSI support for free-form annotation. You can use the Surface Pro Pen or Wacom Pen to add free-form annotations with PSI in PDFs. Detailed steps are as follows:

- (For Surface Pro users) Choose **Comment > Pencil**, and then add free-form annotations as desired with the Surface Pro Pen;
- (For Wacom tablet users) Connect your Wacom tablet to the computer, choose **Comment > Pencil**, and then add free-form annotations with the Wacom Pen.

## Stamp

Choose from a list of predefined stamps or create custom stamps for stamping a PDF. All the stamps that you import or create are listed in the Stamps Palette.

- Choose **Comment > Stamp**.
- In the Stamps Palette, select a stamp from the desired category – Standard Stamps, Sign Here or Dynamic Stamps.
- Alternatively, you can create an image on the clipboard as a stamp by selecting **Comment > Custom Stamp > Paste Clipboard Image as Stamp Tool**, or create a custom stamp by selecting **Comment > Custom Stamp > Create Custom Stamp** or **Create Custom Dynamic Stamp**.
- Specify on the document page where you want to place the stamp, or drag a rectangle on the document page to define the size and placement, and then the stamp will appear on the selected location.
- (Optional) If you want to apply a stamp on multiple pages, right click the stamp and choose **Place on Multiple Pages**. In the **Place on Multiple Pages** dialog box, specify the page range and click **OK** to apply.
- If you need to rotate the stamp after application, please follow the steps below:
  - ✧ Click the stamp and move the cursor over the handle at the top of the stamp.
  - ✧ When the rotate stamp icon appears, drag the cursor to rotate the stamp as desired.

## Shared Review & Email Review

Foxit PDF Reader allows you to easily join a PDF review, share the comments, and track reviews.

### Join a shared review

- Download the PDF file to be reviewed from your email application and open it with Foxit PDF Reader.
- If you open the PDF to be reviewed with Foxit PDF Reader for the first time, you need to complete your identity information first.
- Add comments as needed in PDF.
- Upon completion, click **Publish Comments** in the message bar (if notification message is enabled) or click **Share > Manage Shared Review > Publish Comments** to share your comments with other reviewers.
- Save the PDF by one of the following methods:
  - ✧ Choose **File > Save As** to save the shared PDF as a copy in your local disk. You can reopen this copy to continue review or send to other reviewers for further shared review.

- ✧ Click **Menu** in the message bar and choose **Save as Archive Copy** (if notification message is enabled) or click **Share > Manage Shared Review > Save an Archive Copy** to save the PDF as a copy that is no longer connected to the shared review.

During the shared review, Foxit PDF Reader will automatically synchronize and display new comments every five minutes by default, and will notify you by flashing the Foxit PDF Reader icon in the taskbar whenever there are any new comments. You can also click on **Check for New Comments** in the message bar (if notification message is enabled) or click **Share > Manage Shared Review > Check for New Comments** to check for new comments manually. Or go to **File > Preferences > Reviewing > Automatically Check for New Comments** to specify the time interval for automatically checking the new comments in the specified time period.

### **Join an email review**

- Open the PDF to be reviewed from your email application.
- Add comments as needed in the PDF.
- Upon completion, click **Send Comments** in the message bar (if notification message is enabled) or choose **Share > Manage Email Review > Send Comments** to send the reviewed PDF back to the initiator via email.
- (If necessary) Choose **File > Save As** to save the PDF as a copy in your local disk.

### **Rejoin a review**

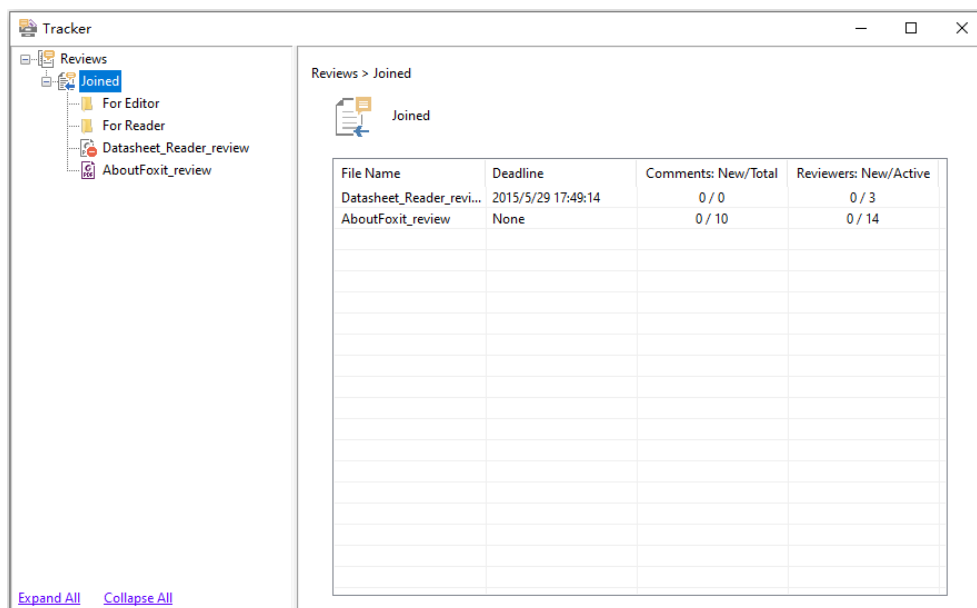
- Reopen the PDF to be reviewed by one of the following methods:
  - ✧ Open the PDF copy directly if you have saved it in your local disk before.
  - ✧ Choose **Share > Tracker**, right click the PDF you want to review, and choose **Open** from the context menu.
  - ✧ Open it from your email application.
- Follow the same steps specified above to continue a shared review or an email review.

**Note:** To open the PDF to be reviewed from your email application with Foxit PDF Reader, you may need to install the email application that is configured to work with Foxit PDF Reader. Currently, Foxit PDF Reader supports the most popular email applications, including Microsoft Outlook, Gmail, Windows Mail, Yahoo Mail, and others. For email applications or webmail that do not work with Foxit PDF Reader, you can download the PDF first, and then open it for review from your local disk.

### **Track Reviews**

Foxit PDF Reader provides a tracker to help you track reviews easily. Choose **Share > Tracker** or **File > Share > Tracker** group > **Tracker**, and then you can view the file name, deadline, number of comments, and the list of reviewers for the shared reviews or email reviews you have joined. In the **Tracker** window, you can also categorize your currently

joined reviews by folders. Just create new folders under the **Joined** group, and then send the reviews to your created folder by choosing the corresponding option from the context menu.



# Forms

PDF forms streamline the way you receive and submit information. Foxit PDF Reader allows you to fill in PDF forms, comment on forms, import & export form data and comments, and verify signatures on XFA forms.

## Fill in PDF Forms

Foxit PDF Reader 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 tools in the **Fill & Sign** context tab (or the **Foxit eSign** tab) to add text or other symbols. When filling non-interactive PDF forms, 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 PDF Reader supports for 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.

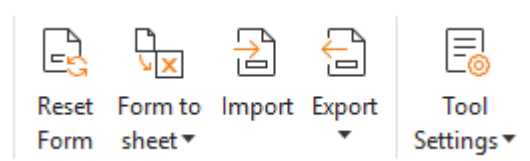


## Comment on forms

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

## Import & Export Form Data

Click **Import** or **Export** in the **Form** tab to import/export form data of your PDF file. However, this function will only work for PDF interactive forms. Foxit PDF Reader provides users with the **Reset Form** command to reset the form.



*Under Form tab*

To export the form data, please follow the steps below:

- Select **Form > Export > To File**;
- In the **Save As** dialog box, specify the save path, name the file to be exported, and choose the desired file format in the **Save as type** field.
- Click **Save** to save the file.

To export the form data and append it to an existing file, please follow the steps below:

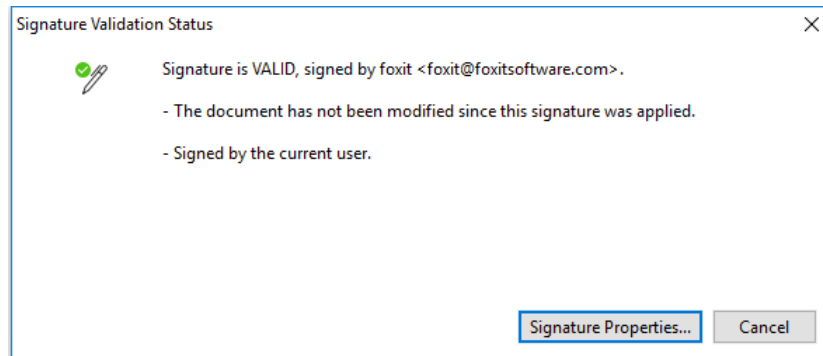
- Choose **Form > Form to sheet > Append to an Existing Sheet**.
- In the **Open** dialog box, select the CSV file, and then click **Open**.

To export multiple forms to a CSV file, please follow the steps below:

- Choose **Form > Form to sheet > Combine Forms to a Sheet**.
- Click **Add files** in the **Export multi-forms to a sheet** dialog box.
- In the **Open** dialog box, select the file to be combined and click **Open** to add it to the current form.
- Alternatively, you can check **Contain forms you closed recently** to call out the forms you recently opened, then remove the files you don't want to add, and leave the ones to be exported in the list.
- If you want to append the form(s) to an existing file, check **Append to an existing file** option.
- Click **Export** and save the CSV file in the desired path in the **Save As** dialog box.

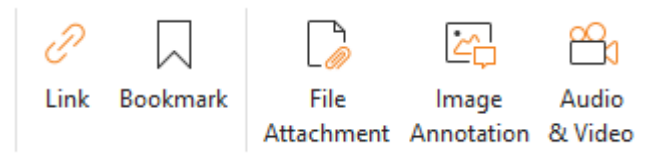
## Verify Signatures on XFA Forms

Foxit PDF Reader allows you to verify the signature on XFA forms. Just click the signature on the PDF, and then you can check the signature validation status and properties in the pop-up windows.



## Advanced Editing

Foxit PDF Reader provides some advanced features for PDF editing. You can create bookmarks, add links, add images, play and insert multimedia files.



*Under Home tab*



## Bookmarks

Bookmarks are useful for users to mark a place in a PDF file so that users can return to it with ease. You can add bookmarks, move bookmarks, delete bookmarks, and more.

### Adding a bookmark

1. Go to the page where you want the bookmark to link to. You can also adjust the view settings.
2. Select the bookmark under which you want to place the new bookmark. If you don't select a bookmark, the new bookmark is automatically added at the end of the bookmark list.

3. Do one of the following:



- Click the **Save the current view as a bookmark** icon  at the top of the Bookmarks panel.
- Right-click the selected bookmark, and choose **Add Bookmark**.
- Click the **Options** menu  at the top of the Bookmarks panel, and choose **Add Bookmark**.

4. Type or edit the name of the new bookmark, and press **Enter**.

**Tip:** To add a bookmark, you can also right-click on the page where you want the bookmark to link to and choose **Add Bookmark**. Before this, if you have chosen an existing bookmark (if any) in the **Bookmarks** panel, the newly added bookmark will automatically be added right behind the existing bookmark (in the same hierarchy); if you haven't selected any existing bookmark, the new bookmark will be added at the end of the bookmark list.

## Moving a bookmark

Select the bookmark you want to move, and then do one of the following:


- Hold the mouse button down and then drag the bookmark icon directly next to the parent bookmark icon. The Line icon  shows the place where the icon will be located.
- Right-click the bookmark icon that you want to move (or click the **Options** menu  at the top of the Bookmarks panel), and choose the **Cut** option. Select an anchor bookmark under which you want to place the original bookmark. Then in the context menu or **Options** menu, choose **Paste after Selected Bookmark** to paste the original bookmark after the anchor bookmark, keeping the two bookmarks in the same hierarchy. Or choose **Paste under Selected Bookmark** to paste the original bookmark as a child bookmark under the anchor bookmark.

### **Tips:**


1. The bookmark links to its original destination in the document although it has been moved.
2. You can press **Shift** or **Ctrl + Click** to select multiple bookmarks at once, or press **Ctrl + A** to select all the bookmarks.

## Deleting a bookmark

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

- Select the bookmark you want to delete and click the **Delete** button  at the top of

the Bookmarks panel.

- Right-click the bookmark you want to delete and choose **Delete**.
- Select the bookmark you want to delete, click the **Options** menu  at the top of the Bookmarks panel, and select **Delete**.

**Tips:**

1. *Deleting a bookmark deletes all the bookmarks that are subordinate to it.*
2. *You can press Shift or Ctrl + Click to select multiple bookmarks at once, or press Ctrl + A to select all the bookmarks.*

## Print

### How to print PDF documents?

1. Make sure you have installed the printer successfully.
2. Choose **Print** from the **File** tab to print a single PDF document, or choose **Batch print** from the **File** tab and add multiple PDF documents to print them.
3. Specify the printer, print range, number of copies, and other options.
4. Click **OK** to print.

### Print a portion of a page

To print a portion of a page, you need to use the snapshot command.

- Select the snapshot command by choosing **Home > SnapShot**.
- Drag around the area you want to print.
- Right-click in the selected area > choose **Print**, and then refer to the **Print** dialog.

### Printing the Specified Pages or Sections

Foxit PDF Reader allows you to print pages or sections associated with bookmarks directly from the Bookmark panel. Steps are as follows:

- Choose **View > View Setting > Navigation Panels > Bookmarks** to open the Bookmark panel if it is hidden.
- In the Bookmark panel, click to select a bookmark, or press **Shift** or **Ctrl + Click** to select multiple bookmarks.
- Right click the selected bookmark, choose **Print Page (s)** to print the pages where the selected bookmarks (including child bookmarks) are, or choose **Print Section (s)** to print all the pages in the bookmarked sections (including child bookmarks).

- In the **Print** dialog box, specify the printer and other options as desired, and click **OK**.

**Note:** Bookmarks appear in a hierarchy, with parent bookmarks and child (dependent) bookmarks. If you print a parent bookmark, all page contents associated with the child bookmarks will also be printed.

## Print Optimization

Print Optimization allows you to optimize print jobs from a PCL driver, for features such as font substitution or scanning for vertical and horizontal rules. Foxit PDF Reader provides an option to auto-detect printers that support PCL optimization, to improve printing speed. To enable print optimization, please follow the steps below:

- Choose **File > Print** to open Print dialog.
- Click **Advanced** at the top of the **Print** dialog.
- In the **Advanced** dialog, do the following:
  - Select a printer from the Printers list, and click **Add** to add the selected printer to the PCL Drivers list.
  - Check one of the optimization options (**Use <PCL\_level> Driver for <PCL\_level> Printers** option) based on your printer driver level.
  - Click **OK**.

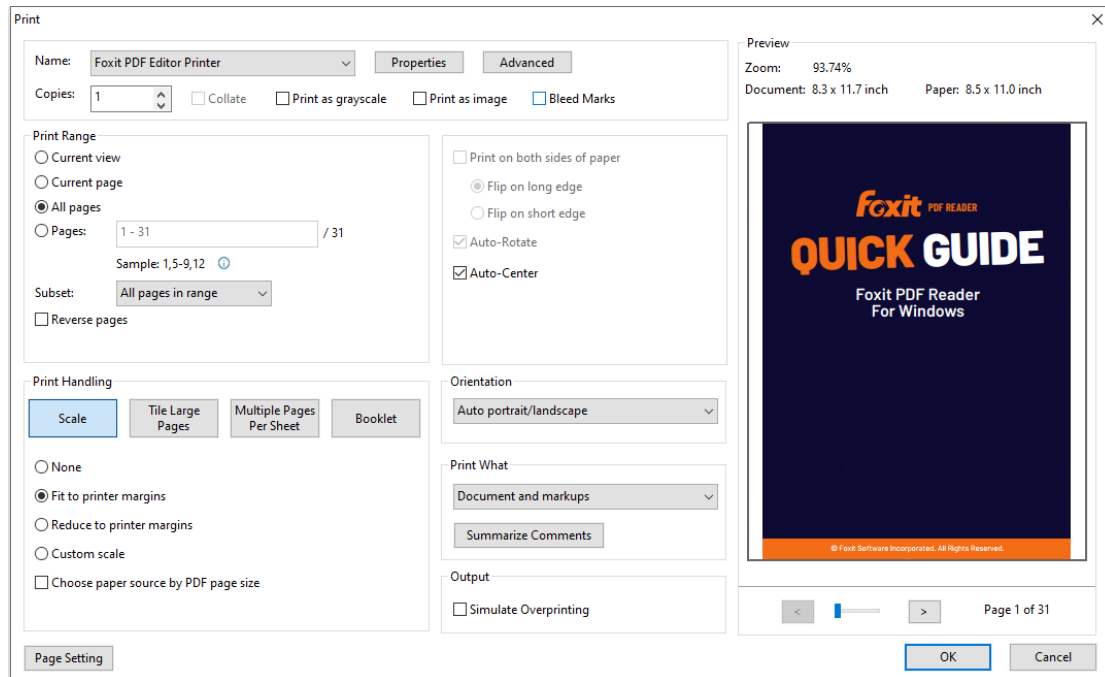
Then you can begin printing with the optimized driver. And you can also remove the printer from the PCL Drivers list if you are not satisfied with the printing results it delivers. Just select the driver to be removed from the PCL Drivers list, click **Remove** and then choose **OK** to confirm the operation.

Tip: To enable PCL print optimization, please make sure that the **Use GDI+ Output for all types of printer** option in printer preferences is unchecked. Otherwise, settings in printer preferences will prevail and GDI++ device will be used for printing for all types of printers.

## Print Dialog

The print dialog is the final step before printing. The **Print** dialog allows you to make a number of changes about how your document prints. Follow the step-by-step descriptions in the **Print** dialog box.

To open the **Print** dialog box, choose **File > Print** or right-click the tab and select **Print Current Tab** if using Multi-Tab browsing.



**The Print dialog box**

# Contact Us

Feel free to contact us should you need any information or have any problems with our products. We are always here, ready to serve you better.

- **Office Address:**  
Foxit Software Incorporated  
39355 California Street  
Suite 302  
Fremont, CA 94538  
USA
- **Sales:**  
1-866-680-3668
- **Support & General:**  
[Support Center](#)  
1-866-MYFOXIT, 1-866-693-6948
- **Website:**  
[www.foxit.com](http://www.foxit.com)
- **E-mail:**  
Marketing – [marketing@foxit.com](mailto:marketing@foxit.com)