



White Paper

# Standardize Your Enterprise on the Best Enterprise PDF Reader





# Standardize Your Enterprise on the Best Enterprise PDF Reader

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## Standardize Your Enterprise on the Best Enterprise PDF Reader

### The Need for a Standardized Enterprise PDF Reader

PDF has become the overwhelming file format of choice since it is a robust and open standard for document display and it works with just about any application, hardware device, and operating system. Whether you're posting a document on the Internet or storing important company documents in an archive, PDF has become a mission critical technology for most organizations. According to Google, PDF is the most popular file format on the Web after HTML.

As a result, the growth in the number of PDF documents has exploded. Therefore, all employees at enterprise and governmental organizations need to be able to access PDF documents. Traditionally employees downloaded their own favorite PDF readers from the Internet. For decades, organizations have realized the benefits of standardizing on desktop applications in terms of training and support; it is now time to standardize on enterprise PDF readers.

In addition to that, a survey of more than 500 business executives and knowledge workers shows that most professionals are frustrated and stymied by a wide range of challenges in working with documents. Chief among them are: wasted time and wasted money associated with searching for and recreating lost documents; risks of using the wrong version of documents; security and privacy concerns; and long waits for other people to review, revise and, approve documents. Therefore, managers and knowledge workers at enterprise and governmental organizations would benefit from technology solutions that make document management simple and affordable.

### Enterprise PDF Reader Requirements

In order to fully optimize the benefits of standardizing on an enterprise PDF Reader, the PDF reader should possess the following attributes and capabilities:

- **Reliable** - 100% compliant with your current PDF ecosystem.
- **High Performance** - open PDF files fast, without waiting forever for the file to be loaded.
- **Lightweight** - so it doesn't exhaust system resources.
- **Feature Rich** - provide all the functionality your organization needs to view, comment, save, and print PDF documents and to fill in forms.
- **PDF Creation** – provides PDF creation capabilities to everyone.
- **Secure** - so users don't get infected with viruses and to safeguard sensitive information within your PDF documents.
- **Company Branded** - have your own company branded PDF reader.
- **Easily Configurable and Deployable** - easily generate a standardized installation and push it out to targeted desktops to ensure compliance with company objectives and IT governance.
- **Extensible** - enterprises can extend the reader by creating their own value added capabilities which are compatible with their business workflows.
- **Multi-Platform** - support the different desktop platforms in the enterprise.
- **Multi-Language** - supports the different native languages that exist within the enterprise.



## Standardize Your Enterprise on the Best Enterprise PDF Reader

### Introducing the Foxit Reader

Foxit Reader is designed to meet the PDF viewing needs of enterprise and government organizations. It is a small, fast, and feature rich PDF viewer which allows you to open, view, and print any PDF file. Unlike other PDF readers, Foxit Reader provides PDF creation and easy to use collaboration features like the ability to add annotations to PDF and to fill out forms. Foxit Reader has a small footprint that starts up instantly, renders PDF files quickly, and uses very little memory. The Foxit Reader is packed full of convenient and easy to use viewing, commenting, and printing features that make document collaboration simple. Foxit Reader's secure platform insures worry free operation against malicious virus, integrates with Microsoft Active Directory Rights Management Services, and provides a secure and reliable digital signature verification platform for PDF documents without putting the user at risk from falsified documents.

Foxit Reader contains numerous PDF configuration and deployment options making it an easy to deploy PDF Reader that meets organizations' business objectives, adherence to ISO32000 standards, and PDF viewing requirements.

Foxit Reader 8 is available with ConnectedPDF (cPDF), which is a breakthrough technology that brings new levels of accountability, collaboration, and productivity to the creation, sharing, and tracking of PDF documents worldwide.

Please visit the [OS Platform Feature Matrix](#) for supported features on each platform.

### Feature Rich

The Foxit Reader is a full functioned PDF reader providing enterprises and government organizations with all the features they need and the configurations capabilities to control which features to provide their users.

### Creating PDF

Foxit Reader is the only high volume PDF reader providing a complete PDF creation solution. Now PDF creation can be deployed enterprise wide, giving the power of PDF creation to every desktop. Foxit Reader's PDF creation includes:

- Quick, one-click PDF creation from Microsoft Word, PowerPoint, and Excel.
- High performance PDF conversion from hundreds of file types by:
  - ✧ Dragging and dropping the document into Foxit Reader.
  - ✧ Using the Foxit Reader create From File capability.
  - ✧ Right mouse clicking on the file.
- Convert hardcopy documents into PDF with the create From Scanner functionality.
- Extend any application with print capabilities to include PDF conversion through the included Foxit Reader PDF Printer (PDF print driver).
- Cutting and pasting content via the Windows clipboard into a new PDF by using the From Clipboard feature.



## Standardize Your Enterprise on the Best Enterprise PDF Reader

### Industry Best PDF Rendering

Foxit Reader provide the industry's fastest PDF rendering engine, which displays all of your PDF documents

- **Quickly** - user don't have to experience unnecessary delays waiting for PDF documents to load.
- **100% fidelity** - users see a document that retains the look and feel of the original document.
- With a **small footprint** – users don't need to upgrade their systems since their PDF reader exhausts too many of their system resources.
- With **high resolution** viewing – users will enjoy the crisp document rendering for enhanced readability.

### Navigating easily using Ribbon-based toolbar

Foxit Reader has an extremely user-friendly interface with a ribbon-based toolbar based on Microsoft Office design. This new user interface toolbar provides Foxit Reader users with a familiar user experience.

The customizable toolbar allows users to create new tabs or customize current tabs. User can define which buttons should be located in which tab, or direct create a new tab with their favorite buttons.

### Touch Mode Support

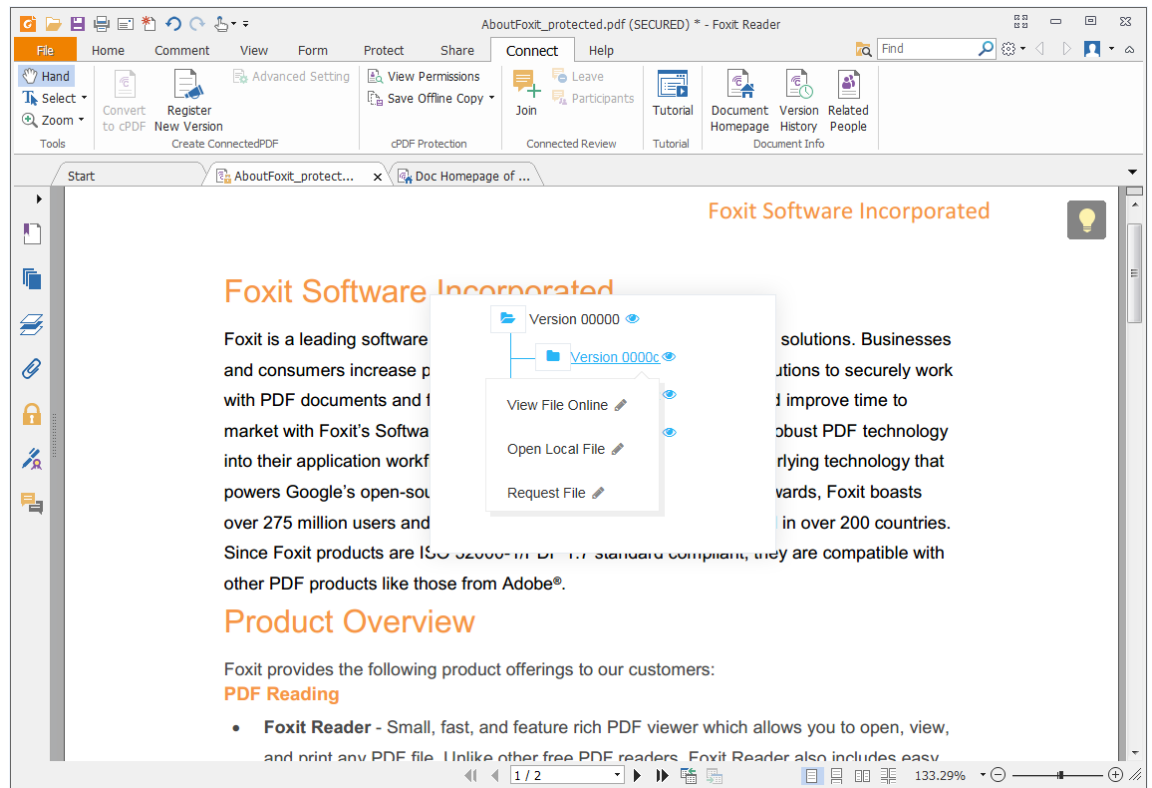
Foxit Reader supports Touch Mode, in which the spacing and position of buttons is adjusted to make them easier to use on touch screen devices. Also, you can use the touch commands for zooming, panning, and more.

### Managing documents with ConnectedPDF

Developed as an extension to the ubiquitous ISO PDF format, ConnectedPDF enables a wide range of cloud-delivered capabilities. It is simple and free to use, while delivering capabilities never available without the use of costly, complex, kludgy enterprise document management systems. Specific features include:

- Converting existing PDFs and other formats to ConnectedPDF document.
- Changed or updated PDF documents can be recorded on the Connected Server by registering new versions, with all new versions tracked.
- Track who opens the ConnectedPDF, when, and where, as well as what actions they perform on the file.
- Join/Leave a connected review initiated by PhantomPDF without any third-party server.
- Receive document update notification.
- Send a request to other users to get files you need or you accidentally deleted.

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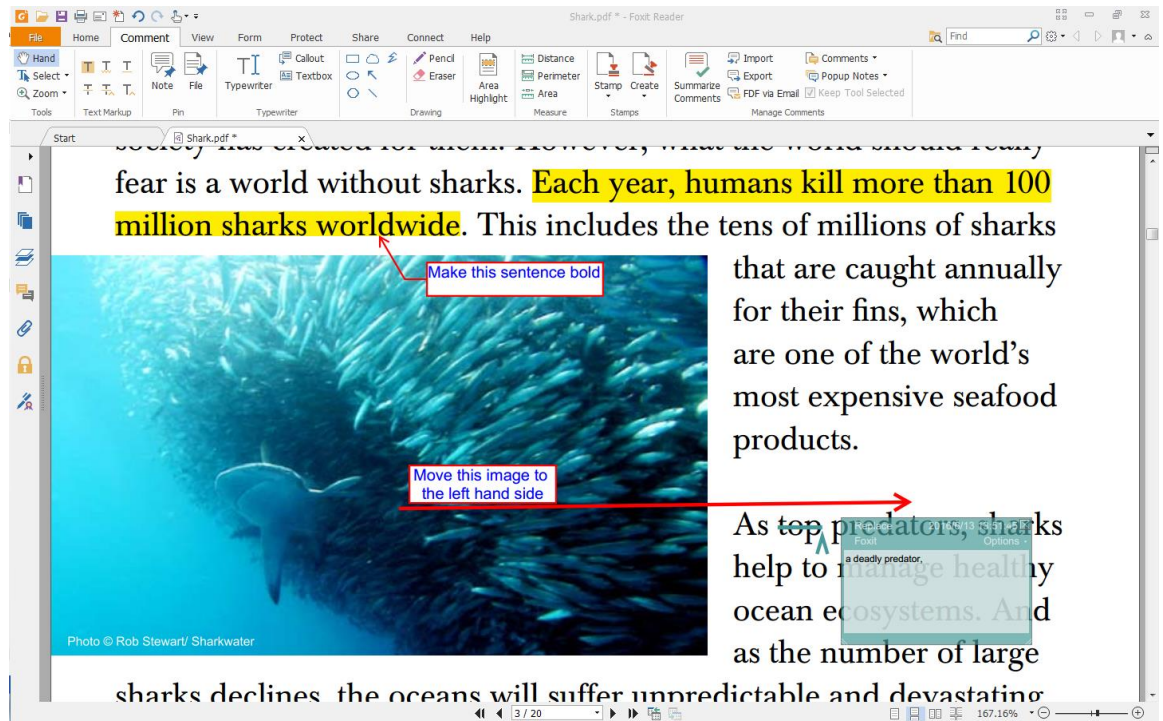
### Annotating PDF Documents to Collaborate With Others

Annotating (also called commenting) capabilities are very powerful in Foxit Reader. These features allow authors and reviewers to collaborate with each other to optimize the effectiveness of the documents they produce. There are a complete set of annotation tools with different functions for you to choose: Typewriter Tools, Text Markup Tools, Drawing Markup Tools, and Notes Tools.

- **Comments Management** allows users to easily control the annotations provided and received. Users can export, import, summarize, hide all, and show all their annotations.
- **Notes** tools allows users to include “yellow post-it” like comments on PDF documents.
- **Text Markup** tools indicate where text should be edited or noticed. Text Markups do not change the actual text in the PDF. Instead, they indicate which text should be deleted, inserted, highlighted or underlined. Text Markup tools include Highlight Tool, Underline Tool, Strikeout Tool, Squiggly Tool, Replace Tool, and Insert Tool.
- **Drawing Markup** tools allows you to mark up a document with arrows, lines, squares, rectangles, circles, ellipses, polygons, polygon lines, clouds, etc. It is quite useful when you have to make some shapes to mark text or images.
- **Typewriter** tools allow users to add comments anywhere on a PDF, which doesn't appear as annotations. The tools include the typewriter, textbox, and callout tools. The typewriter tool is useful to fill in non-fillable forms. The callout tool boxes are especially

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useful when you want to single out (but not obscure) a particular area of a document. Foxit Reader also provides a spell checker for typewriter and notes annotations.

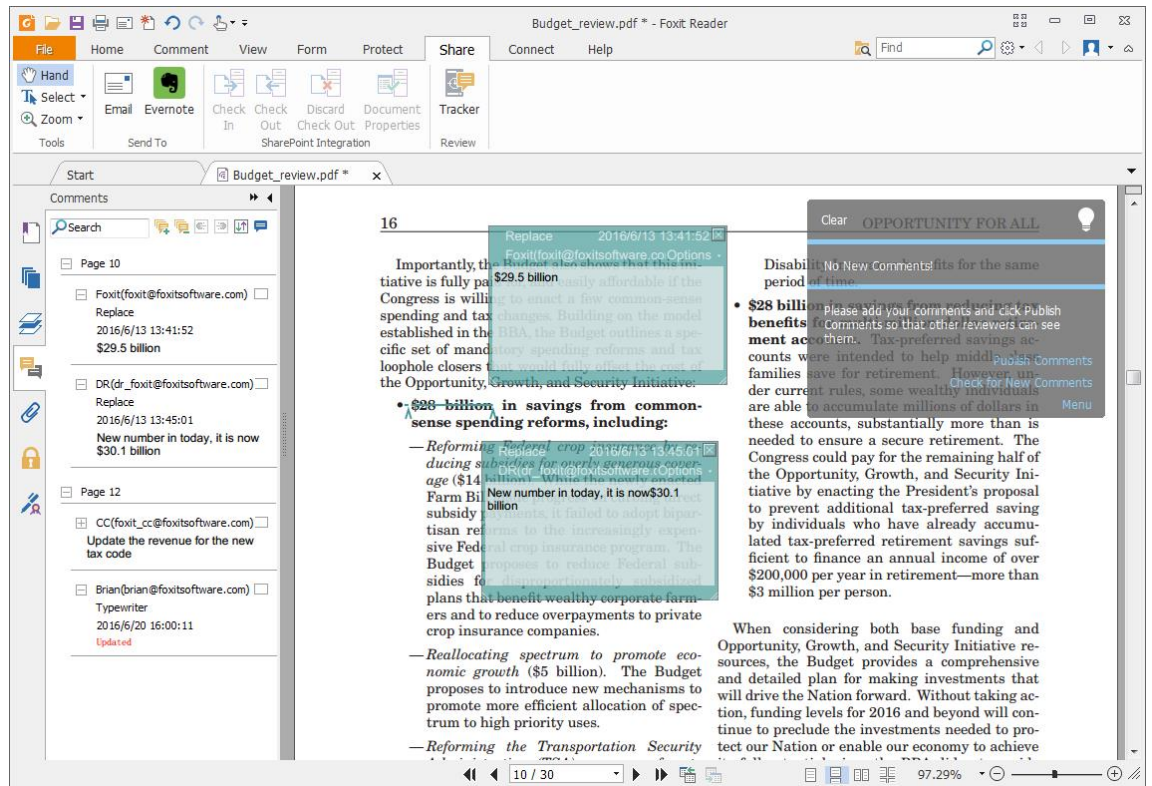


### Shared Review

Foxit Shared Review bridges the gap between mobile and desktop knowledge workers to foster positive collaboration to develop better documents. Shared Review allows document authors to share a document where all reviewers can view and respond to each other's comments. Since knowledge workers use both desktop and mobile devices, PhantomPDF users can initiate a Shared Review to include users of the Foxit Reader (desktop users) and the MobilePDF (mobile iOS® and Android™ users). Participants in a Shared Review have all the annotations tools Foxit Reader provides available to provide feedback. Every annotation will have the participants name and time the annotation was made, making it easier for participants to collaborate.



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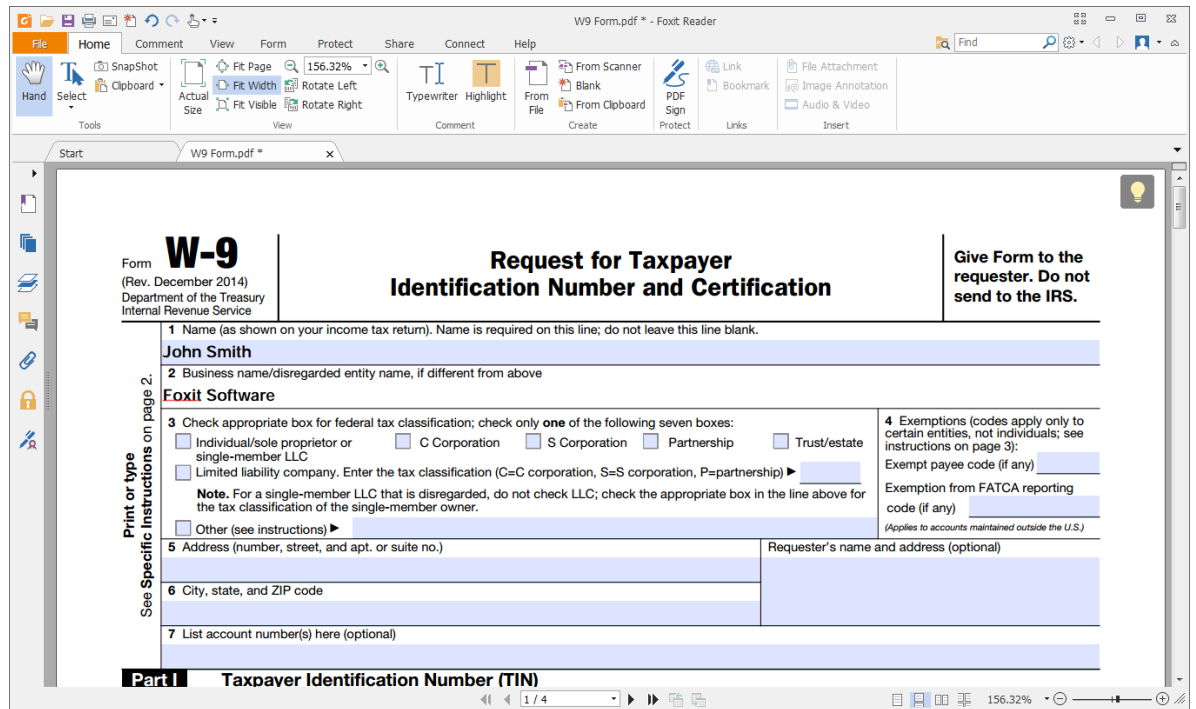
### Form Filling

Foxit Reader provides form filling for both traditional PDF forms (also known as Acro Forms) and XML Forms Architecture (XFA) forms; a proprietary specification from Adobe that is not standardized as an ISO (PDF) standard. For interactive forms, Foxit Reader will highlight the fillable fields and provides user friendly navigation to fill in all the fillable fields. For non-interactive forms, the typewriter tools allow users to fill in appropriate fields. In both cases, Foxit Reader allows users to save and print the completed forms.

Foxit Reader can invoke JavaScript code using actions associated with documents, bookmarks, links, pages, and form filling. By utilizing JavaScripts, enterprises can collect the data input into forms into a central repository, such as a database, for storage and analysis.

Foxit Reader also allows every user to save the filled out form locally free of charge.

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**W-9**  
Form (Rev. December 2014)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer Identification Number and Certification**

**Give Form to the requester. Do not send to the IRS.**

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**John Smith**

2 Business name/disregarded entity name, if different from above  
**Foxit Software**

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:  
☐ Individual/sole proprietor or single-member LLC  
☐ C Corporation  
☐ S Corporation  
☐ Partnership  
☐ Trust/estate  
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶  
**Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.  
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_  
 (Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) \_\_\_\_\_  
 Requester's name and address (optional) \_\_\_\_\_

6 City, state, and ZIP code \_\_\_\_\_

7 List account number(s) here (optional) \_\_\_\_\_

**Part I Taxpayer Identification Number (TIN)**

Foxit Ultraforms® is a separate Foxit product which is a powerful 2D barcode generation engine specifically designed to work with PDF fillable forms. To solve data capture issues, Ultraform's customers provide Ultraforms-enabled PDF fillable forms to their end users. When these end users fill in the PDF form electronically, Ultraforms generates a 2D barcode right onto the form that contains the variable data entered into the form by the end user. After printing and signing, submitted forms can be quickly scanned and the form's data can be easily and accurately captured into databases or applications. Foxit Reader will display 2D barcode generated from Ultraforms enabled fillable PDF forms. Foxit Ultraforms enabled forms generate a 2D barcode right onto the form that contains the variable data entered into the form by the end user.

### Signing Documents with PDF Sign

PDF Sign allows users to sign documents with their own handwriting. PDF Sign signatures can be created from an image of your signature or by writing it yourself on touch enabled desktop systems or tablets. Users can create multiple signatures, for example, a full signature and an initial signature. Users can quickly and easily manage, place, and apply these signatures – enabling effortless PDF document signing.

### Integrating with DocuSign

Foxit Reader provides integration to DocuSign, allowing users to easily send, sign and save PDF documents and forms using the industry's most widely used eSignature solution. New users can sign up for DocuSign services. Existing users can log into DocuSign to sign and send PDF documents and forms quickly and easily from the Foxit Reader toolbar.

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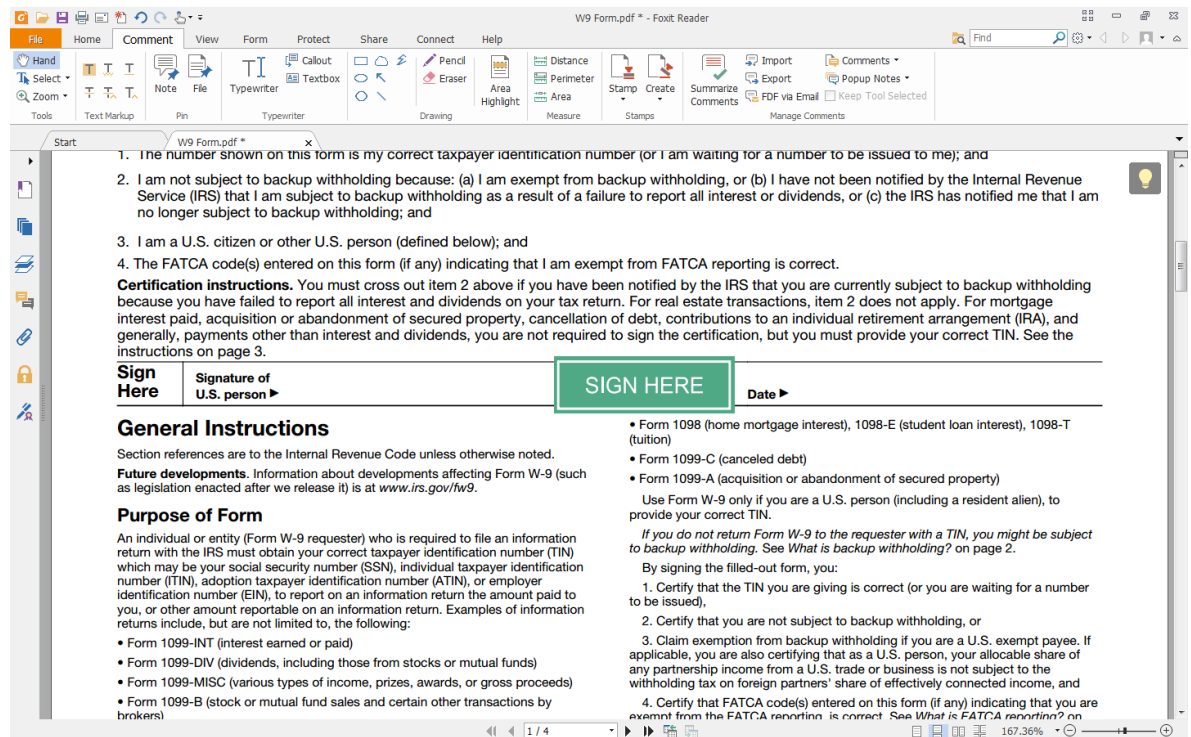
### Verifying Digital Signatures

Foxit Reader features a PDF digital signature verification technology which uses an enhanced, yet ISO 32000 compliant, verification process that ensures the signature is real and neither the document nor the signature have been compromised. This new verification process provides a secure and reliable platform for exchanging electronics documents without putting the user at risk from falsified documents.

### Creating and Inserting Stamps

Foxit Reader allows users to create and insert stamps into their PDF documents and forms. Stamp functionality includes:

- Insert stamps from a choice of pre-made stamps. Examples of pre-made stamps include Approved, Sign Here, Confidential, Draft, and more.
- Create and insert your own static custom stamps.
- Create and insert your own dynamic stamps. Dynamic stamps consist of an image and a changeable text field. A common example of a changeable text field is a time stamp, typically consisting of the time and date.





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### Text Searching

With Foxit Reader, users can search text in PDF files, folders, disks, and on the internet. Also, you can limit your search by choosing the options offered on the Find Text dialog box to find specific items.

### Creating Bookmarks and Links

Bookmarks and links are navigational tools that make your PDF files easier to read. Bookmarks in PDF files provide interactive links to a specific destination. The reader just needs to click on a bookmark to view the page in which the bookmark is linked. They are usually generated automatically during the PDF creation, but users can also add new bookmarks and links using Foxit Reader into existing PDF files. Bookmarks are especially useful linking the entries of the Table of Contents to the association sections of the document or to additional documents located on the network.

### Adding Images and Video

Users can insert image and video into PDF documents when they want to explain or show something more visually, free of charge. For example, a complex section of a document can be enhanced with the use of an image or video.

### Sharing PDF Content

Many times users want to share content in PDF files with other applications. Foxit Reader allows users to select text, and then cut and paste this text into other applications (like word processors).

### Attaching Files

Users can attach PDF files and other file types to a PDF document. If users move the PDF document to a new location, the attachments will move with it. Attachments may include links to or from the parent document or to other attachments.

### Reading and Searching PDF Portfolios

The files in a PDF portfolio can be PDF files and non-PDF files such as Word documents, spreadsheets, presentations, or images. Foxit Reader can open and read PDF portfolios and perform searches either within a single file or across all the files in the portfolio.

### Favorites Toolbar

Foxit Reader enables users to change the contents of the Favorites toolbar to suit their specific needs and working style. Users can add and delete buttons on the favorites toolbar so that only the commands they use most often are displayed.



## Standardize Your Enterprise on the Best Enterprise PDF Reader

### Saving PDF Documents Automatically

Automatically save PDF documents at regular intervals in case of system crash or power failure.

### Customizing Shortcut Keys

Every user's keyboard habits are different and the familiarity to the buttons on a keyboard is distinct. Foxit Reader allows users to customize the shortcut keys according to their individual tastes, which enables shortcuts to be most effective.

## Security

Enterprises and governmental organizations need to concern themselves with multiple types of security issues. The first is against vulnerabilities from malware, the second is to safeguard sensitive information.

### Protection Against Security Vulnerabilities

PDF documents are relatively secure when compared to other file types. However, any file downloaded from the internet may have security vulnerabilities. These security vulnerabilities cause other PDF readers to crash or potentially allow a hacker to take control of the infested computer. To guard against malware, the Foxit Reader provides multiple levels of security to insure user safety and protection by providing user controlled options for securely working with PDF documents.

Foxit has implemented numerous **proactive security features** designed to protect PDF users from malicious PDF documents.

### Microsoft SharePoint and Active Directory Rights Management Service Integration

Active Directory Rights Management Service (AD RMS) is Microsoft's Information Rights Management (IRM) solution which protects sensitive information from unauthorized access through technologies such as encryption and rights policy enforcement. AD RMS provides a simple mechanism for developers to create applications and solutions that protect and consume critical content, allowing customers to rights-enable their applications and solutions much faster and easier.

For organizations that incorporate AD RMS that need to include rights management for PDF files, Foxit PDF Security Suite seamlessly extends Microsoft AD RMS to provide policy protection to PDF documents in SharePoint, Exchange, and/or desktop solutions. With the optional Foxit RMS plug-in, users can decrypt and view ADRMS protected files and also protect(encrypt) PDF files using ADRMS. The Foxit Reader will ask users to provide proper credentials and then enforce the security policy protection specified in AD RMS for each individual user.

Specific features include:



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- PDF File decryption/encryption, allowing users to decrypt/encrypt AD RMS 2.1 compliant PDF files so users with the correct credentials can access them based on the permissions they have been granted.
- Support Microsoft Office Workflows - Provides a consistent user experience to protect PDF documents in a similar workflow as protecting Microsoft Office documents.
- Works with SharePoint - Decrypts and opens AD RMS 2.1 protected files on SharePoint servers.

In addition, documents that are protected by IRM solutions are still at risk of being compromised by users copying confidential information through mechanisms such as screen shots, cameras, and video capture. Foxit PDF Security Suite provides dynamic security watermarks which automatically display viewer identity information on protected PDF files. Viewer identity information can include the person's name, email, employee ID, and the time/date that they are displaying the protected PDF document. With this watermark, if copies of the protected documents are found, the identity of the person responsible for the confidential information leak will be displayed. This increases document security by discouraging information leaks due to the increased probability of getting discovered. The Foxit Reader with the RMS plug-in provides support to display dynamic security watermarks to AD RMS protected PDF documents.

The Foxit Reader with the RMS plug-in complies with Microsoft's IRM Protection for PDF Specification Supplement for ISO 32000.

Foxit Reader also provides further integration with SharePoint, allowing users seamlessly checkout and check-in PDF files located in SharePoint.

### Branding

Make your enterprise PDF reader your own by branding it with your company logo and colors. In addition, the Foxit Reader has a dynamically updatable splash screen and informational ads can be configured to provide company news and other company messages.

### Easy Configuration and Deployment

The Foxit Reader can be configured to provide the features and functions that enterprises want to provide their users. Mechanisms are in place to turn on and off menu items, preferences, and features. For example, saving a PDF file locally may be turned off so important data can be viewed but not copied onto desktops, hyperlinks may be turned off for security, auto-update may be turned off for version control, or selecting text may be disabled for security. This allows IT to generate and distribute standardized installations to the entire company or generate multiple installations for different groups within the company.

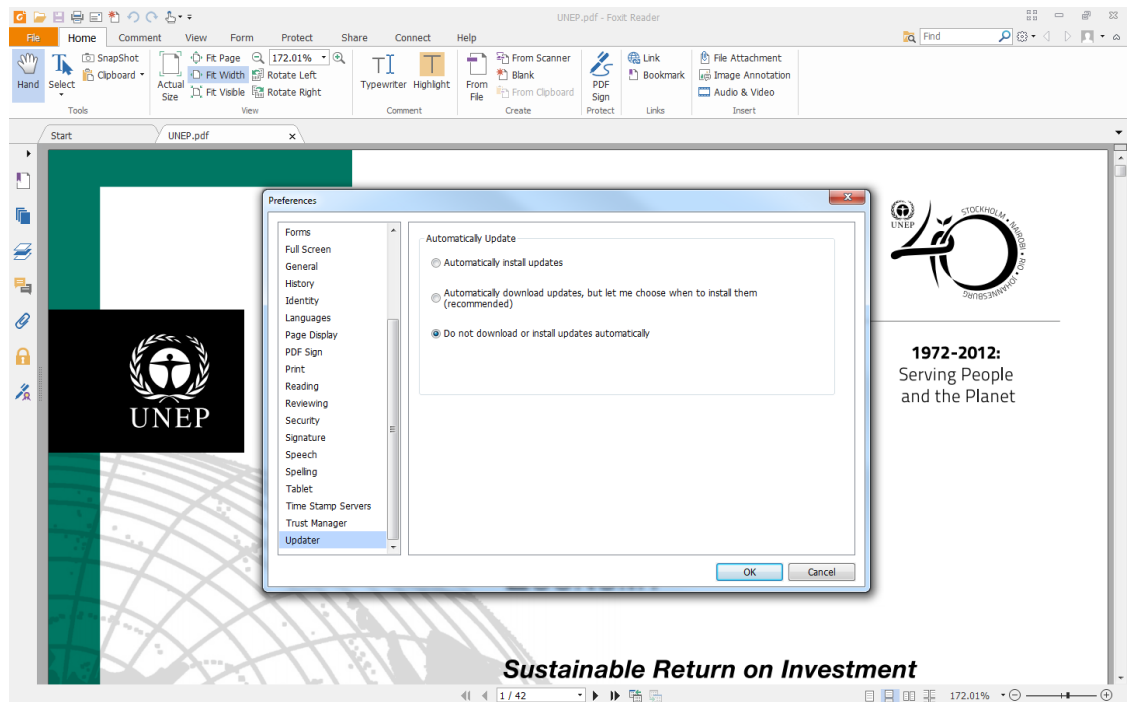




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Foxit Reader is typically distributed with third party tools such as Microsoft System Center Configuration Manager (SCCM) and Microsoft Group Policy Object (GPO). To get these tools, please download the Foxit Reader Enterprise Packaging edition.

This allows enterprise IT organizations to ensure the consistency of the Foxit Reader environment across their vast user base. This significantly reduces IT administrators' time since they don't need to help each end user change the default software settings. For end users, they no longer are required to figure out how to make these configuration changes themselves.



## Extensible

For enterprises that wish to create custom extensions to their enterprise PDF reader, the Foxit PhantomPDF Plug-in SDK is a software development kit that converts Foxit PhantomPDF and Foxit Reader into platforms for delivering additional capabilities for PDF documents and forms.

The PhantomPDF Plug-in SDK allows developers to provide new menu items and toolbar buttons to the existing interface without modifying the PhantomPDF or Reader products. Developers can also create custom actions for their choice of user interface commands. In addition, they can manipulate PDF documents – for example, open a PDF in an external dialog, dynamically add or remove pages from an existing PDF, edit the elements in a PDF, or set up security policies to control user permissions for PDF documents.

Since PDF is an extensible format, the Plug-in SDK enables users to add custom data to the PDF file to support their specific workflows and business needs. For example, data on who has viewed

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the document, help information to fill out specific fields in a form, engineering costs, or other data not defined in the PDF specification can be added.

The interfaces provided by Foxit PhantomPDF™ Plug-in SDK can be listed as follows:

- **Custom UI Module** - Customize the UI elements for Foxit Reader/PhantomPDF products, such as adding Menu/Menu items/Toolbar/Navigation Panel for the developed PDF tool.
- **Rendering Module** - Render PDF documents and obtain basic PDF information.
- **Security Module** - Integrate security solution to Foxit Reader/PhantomPDF, including customizing PDF encryption/decryption solution, integrating Foxit DRM solution, RMS system and so on.
- **Extracting Module** - Get the content, including text and image, from PDF documents for the specific use, such as translation, reading out.
- **Annotation Module** - Process annotation objects and data, such as adding watermark when printing in the customer's solution.
- **Form Module** - Process the interactive form objects and data. For example, enterprise can develop the form solution for their daily work.
- **Editing Module** - Add the custom PDF editing features, including PDF document editing and PDF page content editing, to Foxit Reader/PhantomPDF.
- **RMS Plug-in SDK** - Extends Microsoft RMS features to the Foxit Reader/PhantomPDF product for protecting PDF Documents

### Unmatched Reliability

Foxit's core PDF technology is at the heart of all of Foxit award-winning products – Foxit Reader, PhantomPDF™, and our PDF software developments kits (SDKs). As a result, this technology has been hardened by hundreds of millions of users, resulting in high performance and highly reliable PDF products that have withstood the test of time and all types of PDF documents.

### Support When You Need It

Today's enterprises have locations worldwide and have employees who don't always work traditional 9AM to 5PM hours. When they run into problems, wading through knowledge bases or FAQs is not always the best way to resolve their issue. Foxit customers can also call Foxit and get immediate customer support. Foxit provides 24/7 customer support via phone and email. In addition, Foxit User Forum provides users a mechanism to interact with Foxit as well as other Foxit users to obtain help, advice, and best practices.





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### About Foxit Software

Foxit is a leading software provider of fast, affordable, and secure PDF solutions. Businesses and consumers increase productivity by using Foxit's cost-effective products to securely work with PDF documents and forms. Foxit is the #1 pre-installed PDF software, shipped on one-third of all new Windows PCs, including those from HP®, Acer, and ASUS®.

Foxit's Software Development Kits (SDKs) help developers reduce costs and improve time to market by easily integrating industry-leading PDF technology into application workflows. This technology shares the same underlying technology that powers Google's open-source PDFium project, as well as PDF reading in the Chrome browser and Android phones.

Winner of numerous awards, Foxit has over 475 million users and has sold to over 100,000 customers located in more than 200 countries. Since Foxit products are compliant with the ISO 32000-1/PDF 1.7 standard, they are compatible with existing PDF documents and forms.



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